

**Klein Theatre**

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1. Each member of the department faculty and staff is entitled to four (4) complimentary tickets.
2. Students who serve a production in a position normally filled by faculty (director, choreographer, designer, etc.) are entitled to a total of two (2) complimentary tickets.
3. Students employed by the department are entitled to one (1) complimentary ticket.
4. Each cast, crew, or orchestra member of a production is entitled to two (2) complimentary tickets. The individual must have a record in FredTix (developed from the program copy provided by the stage manager and the practicum enrollment roster).
5. Theatre majors and musical theatre and arts administration minors are entitled to two (2) complimentary tickets to the opening night performance. This ticket is for use by the student and is not transferable to any other person.
6. Guest artists are entitled to two (2) complimentary tickets.
7. *Complimentary tickets may only be used during the first week of the performance run unless **VIP** appears next to a patron's name in FredTix. **VIP** is a designation used for high-ranking university administrators, external officials, and select donors.*

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Members of the university community will receive invitations to attend the opening night performance with complimentary tickets. If they choose to attend another performance, they must pay the UMW ID price unless **VIP** appears next in their FredTix record. If **VIP** appears next to a patron's name in FredTix, that patron may reserve complimentary tickets for *any* performance.

The number of complimentary tickets to which a student is entitled is cumulative. For example, a member of the cast who is also an employee of the department would be entitled to three (3) complimentary tickets: two (2) for being a member of the cast and one (1) for working for the department.

Complimentary tickets are extended on a space-available basis. Special exceptions to this policy, for purposes of recruiting, professional development, public relations, development, etc., must be approved in writing by the department chair. All complimentary tickets are recorded in FredTix.

The department chair will audit FredTix regularly to ensure compliance with this policy.

*December 9, 2019*