

**Complimentary Ticket Request Form** (Updated: 08/07/09)

**Title of Event** \_\_\_\_\_ **Date of Performance** \_\_\_\_\_

**Name of Requester** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Name to Hold Under** \_\_\_\_\_

**Accessibility Concerns?** \_\_\_\_\_

**# of Tickets Requested** \_\_\_\_\_ (Must not exceed amount allowed by department for any given event. Additional tickets must be purchased)

**Your Department** (circle one)      *Music*      *Theater*      *Dance*      *Visual Arts*      *Deans Office*

**Price Code** (circle one)      *Alumni(A)*      *Faculty(E)*      *Staff(E)*      *Senior(O)*      *Public(P)*      *Student(S)*

**Purpose** (circle, if applicable)      *Retiree*      *Recruitment*      *TA*      *Soloist*      *Performer*      *Director*      *Designer*      *Donor*

*Submit this completed and signed Complimentary Ticket Request Form directly to the Main Ticket Office via mail or in person at any time during daytime business hours of Monday-Friday 10am-6pm and Saturday noon-6pm. The Ticket Office will not process complimentary tickets at any other time. Allow 1 business day for processing. Confirmation of processing is solely with the requestor. Complimentary tickets are not guaranteed, are distributed on an as available basis, are not transferable and not combinable.*

*I understand that by signing this form and accepting the tickets, I have accepted full responsibility for the usage of the tickets. The Mason Gross Performing Arts Center Ticket Office releases all rights and responsibilities to the tickets to the undersigned.*

I have read and understood the above policy: \_\_\_\_\_  
(Signature of requester)

*INTERNAL USE ONLY: OPERATOR* \_\_\_\_\_ *PROCESS DATE:* \_\_\_\_\_

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