

Kansas State MTD

Complimentary Ticket Reservation Form

Box Office Use Only:

___ Date Ticket Request Filled
___ Initials of Box Office Employee
(do not fill request without MTD Authorization)
___ Turned in with daily reports to Accounting Specialist

Requested by: _____ Contact Email: _____ Today's Date _____

Event Title _____ Event Date/Time _____

of tickets requested: _____ Section: _____ Other Notes: _____

Check one: e-Tickets to be emailed Tickets to be held in will call Tickets to be picked up

If complimentary ticket is for external use, outside of the School of Music Theatre & Dance personnel, fill out info below:

NAME: _____

Company Name (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone Number: (_____) _____

Check one and explain: (Note: check master comp list to see if someone is eligible for internal comp tickets.)

Internal Comp:

Theatre, Dance and selected Music Faculty receive 2 comp tickets for main season productions. Theatre GTA and Student Staff receive 1 ticket per main season productions and Theatre faculty receives 1 comp ticket for Purple Masque Productions.

Media/Promotional Comp

Development/Sponsor Comp:

Exchange for Services/Trade Comp:

Category guidelines: (MTD Comps must be authorized by one of the following: MTD Director, Assoc. Director -Theatre, Assoc. Director - Dance, Managing Director - Theatre, MTD Administrative Officer, and MTD Administrative Assistant.) Managing Director may authorize emergency comps on nights of performance.

Internal Comp: selected MTD faculty/staff, theatre GTA's (including CS theatre grad. students, student staff, professional courtesy)

Media/Promotional: on air giveaways, reviewers, charitable donations, chamber

Development Comp: Corporate sponsors of events, potential large donors (needs Managing Director approval)

Exchange for Services: speakers, usher incentive program, other services

Large blocks of tickets must be authorized by the Director of MTD.

Authorized by: _____ Date _____