Kansas State MTD
Complimentary Ticket Reservation Form

Requested by (faculty/staff) _____ Today's Date _____

Event Title _____ Event Date/Time _____

# of tickets requested:_____Section:_____Other notes:_____

Check one: □ Tickets to be held in will call   □ Tickets to be mailed   □ Tickets to be picked up by staff

If complementary 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 including McCain Staff

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_____