UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Complimentary Ticket Policy
Policy #107

Source of Authority: N.C.G.S. § 116-34(a);
UNC Code § 502(A)

Authority: Chancellor

History: First Issued: February 17, 2011

Related Policies: Emeritus Status Policy #110;
Facilities Use Policy #402

Responsible Offices: Office of the Executive Producer

Effective Date: November 10, 2017

I. Purpose

The purpose of this policy is to establish the distribution of complimentary tickets for UNCSA student productions, UNCSA sponsored events, and other events at UNCSA venues.

II. Scope

This policy applies to all UNCSA students, faculty, and staff with respect to all UNCSA student productions, UNCSA sponsored events, and other events at UNCSA venues.

III. Definitions

IV. Policy

A. Ticket Availability. Complimentary tickets for students, faculty, and staff will be distributed on a first-come first-served basis unless the Executive Producer elects a different mode of distribution.

B. UNCSA Student Productions

1. UNCSA students may receive one complimentary ticket to any single performance or run of a production. This ticket is intended for personal use and is non-transferrable.

2. All UNCSA faculty and staff may receive two tickets to any single performance or run of a production. These tickets are intended for use by the individual faculty/staff member and his/her guest and are non-transferrable.

3. The cast and crew of a production may receive two tickets to any single performance or run of a production.

C. Nutcracker & Other All School Productions

1. UNCSA students, faculty, and staff may attend the Nutcracker and other All School Performances on Campus Night and selected other performances to be determined by the Executive Producer.
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2. UNCSA Students may receive one complimentary ticket to Campus Night and selected other performances. Any tickets obtained are intended for personal use and are non-transferrable unless otherwise delineated specifically by Executive Producer.

3. Faculty and Staff may receive two tickets to Campus Night and selected other performances. Any tickets obtained are intended for personal use and are non-transferrable unless otherwise delineated specifically by Executive Producer.

D. UNCSA Sponsored Events

1. Complimentary tickets will be available Day-of-Show on a space available basis for UNCSA venues only.

2. Space permitting, UNCSA students may receive one complimentary ticket to any single performance or run of a production of a UNCSA Sponsored Event.

3. Space permitting, UNCSA faculty and staff may receive two tickets to any single performance or run of a production of a UNCSA Sponsored Event.

4. The Stevens Center Box Office will make its best effort to notify the campus community of complimentary ticket availability for a UNCSA Sponsored Event via e-mail to the campus community.

E. All Other Events at UNCSA Venues. Events taking place at UNCSA Venues that are not UNCSA sponsored events or UNCSA student productions are subject to the complimentary ticket policy of the organization holding the event.

F. Executive Producer’s Responsibilities

1. The Executive Producer shall determine the classification of an event or production if there is a discrepancy regarding such.

2. The Executive Producer may modify the means through which complimentary tickets are distributed.

3. The Executive Producer will determine the number of complimentary tickets available to UNCSA students, faculty, and staff in advance of any event, and may make additional complimentary tickets available to UNCSA students, faculty, and staff for specific productions or performances at his/her discretion.

4. The Chancellor, the Chief Operating Officer, the Chief Academic Officer or the Chief Advancement Officer may also make allocations of comp tickets based upon availability.

V. Revision History

A. February 17, 2011 – Adopted by Board of Trustees as part of UNCSA Policy Manual

B. November 10, 2017 – Revisions made to Box Office hours within the procedures section of the policy.
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I. Ticket Distribution & Pick-Up

A. Tickets are available the Stevens Center Box Office Monday through Friday, from 11:00AM to 6:00PM.

B. Tickets are available at individual venue locations sixty minutes prior to show time.

C. Comp Tickets may be requested by phone, in-person during the assigned working hours above, or by using the on-line system.