



## How to Comp

Hey, we know how important it is to have bums in the seats! And giving out comps is a good way to do that!

Below are the procedures for comping tickets...

**Password Policy:** if you want your fellow Fringe artists and/or our Fringe volunteers to come and see your show for free, giving out a password is the best way to do this. Please ensure that your Venue Supervisor is presented with a predetermined password as set by you, the theatre artist, at least one hour prior to the start of your scheduled performance. Don't forget to let the Venue Supervisor know if you are going to set a cap on how many you'll allow in!

If you are planning on having a Volunteer Appreciation Show (where you will let any amount of Fringe volunteers in), as much advance notice as you can give us, the better so we can blast it out to the volunteers with plenty of warning. You can send the information to the Festival Director at [michele@calgaryfringe.ca](mailto:michele@calgaryfringe.ca).

**Artist Comp Tickets:** if there are people you wish to comp to come see your show, on the day of your scheduled performance, please provide your Venue Supervisor the list of names of people you wish to comp for that day's show. Let your 'comp people' know that they can collect their comp tickets directly from the venue one hour before your scheduled performance. Comp tickets are not given out in advance to the artists.

For anyone you comp, we will lend our Fringe Button to your comp people so they are allowed access into the venue, with the provision that your comp people return the Fringe Button at the conclusion of your performance.

All media are eligible for our Media All Access Passes so if they haven't already picked up their Media Pass from us, please direct them to Michele Gallant at [michele@calgaryfringe.ca](mailto:michele@calgaryfringe.ca) or to the Information Booth during the run of the Fringe.

**Please note that we retain 10% of the house seats:** to accommodate any attending media, volunteers, and sponsors. So if your venue seats 60, we retain 6 seats. If no one claims these seats, they will be released for sale to the general public.