

BIRTHDAY PARTY TICKETING POLICY

Center for Puppetry Arts

Please read the following instructions concerning the procedure for birthday party ticketing.

- 1) When you (the birthday parent) arrive to set up the party, you will first check in at the ticket office and will be given your tickets for the show (and workshop/museum if you have ordered those). You will then be responsible for distributing the tickets to each attendee as they arrive. (You may also have another responsible adult in charge of handing out tickets if you're busy setting up the party room.)
- 2) If your group runs out of tickets, you must check in with the ticket office to purchase more **(if tickets are available)** before those extra guests may enter the theater. If you would prefer to have the extra guests pay for their own tickets, please inform them so they may purchase their tickets in advance.
- 3) **It is highly recommended that you purchase all tickets in advance of the party date to ensure that the amount of tickets needed is available** and to allow the Center staff to prepare the correct amount of reserved seating in the theater for your group. If available, you may purchase up to 5 extra tickets on the day of the show at the discounted birthday party group rate of \$8.25 each. After that, each ticket will be \$12. **Any adults purchasing tickets the day of the show will pay \$12 each, so please encourage them to purchase in advance to receive the \$8.25 group rate.**
- 4) If upon show time, some guests have not arrived, you may give your remaining tickets to the ticket office to distribute as needed. These extra tickets must be accompanied by a list of remaining guests; those not on the list will need to purchase their own tickets unless you have previously approved payment for all additional guests.
- 5) In the event that you are late to arrive, preventing your guests from entering the theater at show time, the ticket office will give the tickets to the birthday assistant to distribute. Any extra tickets will be added to your account and you will be responsible for payment if you are not on-site to decide which guests are/are not included in your original ticket count.
- 6) At the end of the party, you may exchange any leftover tickets for rain checks, which are valid to any Family show for up to 6 months after the party.

If you have any questions regarding the ticketing policy, please contact the Birthday Party Coordinator at 404.881.5109 or melissahayes@puppet.org.