## **Usher Comp Card Policy & Procedure**

- 1. All complimentary Usher ticketing is based on availability and may be limited. A list of performances with advanced availability is listed online at <a href="https://spoletousa.org/2025staff">https://spoletousa.org/2025staff</a> this list is updated daily throughout the Festival.
- 2. All ushers are issued several comp cards at the start of the Festival.



This is an example from 2023. The 2025 Comp Card will be similar.

- For every ONE shift worked, an onsite House Manager will initial ONE circle.
- When all three circles are initialed the comp card may be exchanged for one comp ticket.
- Usher comp tickets cannot be reserved online, they must be redeemed in person at:
  - o The ticket kiosk is at The Charleston Place at 205 Meeting Street. Hours: 10am-4pm, daily
  - o The onsite box office of performances listed online as having advance availability, 1 hour prior to curtain. Patrons always take priority over staff and volunteers at the venue box office.
- 3. If you redeem all of your comp cards, you may get new ones from a House Manager.
- 4. If you have a full comp card from a previous season, you may redeem it in 2025.