

I. Pricing

	Full Price	SOM Students	KSU Students	Faculty and Staff
Student Ensembles and Faculty Chamber Music	\$15 regular \$12 advance	Free w/pass	\$13 regular \$10 advance	\$13 regular \$10 advance
Signature Series	\$45 and \$35	Free w/pass	\$23	\$23

II. Standard Guidelines

- a. The box office (located in the Bailey Performance Center) is open Monday-Thursday from 11am-4pm and on Friday from 11am-2pm. Tickets can be purchased online, in person at the box office, or over the phone. Patrons can print tickets at home or request tickets be left at will-call.
- b. A current KSU Student ID is required to receive the KSU Student discount.
- c. KSU discounts are valid for up to two (2) tickets for each event.
- d. Tickets are available for purchase online at ticketing.kennesaw.edu until 4 pm on the day of the event. There is a **\$1.50 fee per ticket** for online purchases. There are **no refunds** on tickets. Exchanges may be available depending on availability.

III. School of Music Pass and Student Rush Line

- a. All School of Music students are eligible for one (1) SOM Pass. This pass will grant the cardholder admission to any SOM production (dependent on seat availability.)
- b. SOM Students will gain free admittance to SOM concerts and Signature Series performances via the **SOM Student Rush Line**.
 - i. The School of Music Student Rush Line will form in the lobby of the Bailey Performance Center 30 minutes before each event.
 - ii. **Students must have their School of Music Pass and their Kennesaw State University Student ID to be admitted into Morgan Hall.**
 - iii. Students will be admitted into Morgan Hall in order of arrival 5 minutes before the beginning of the performance **if seats are available**.
 - iv. If students want guaranteed admittance they may buy a ticket at the KSU student price.

IV. Ensemble Comp tickets

- a. Student Ensemble members are entitled to one (1) complimentary ticket to each performance in which they are a participant.
- b. Ensemble comp tickets will be pre-printed and given to the ensemble director two weeks prior to the performance date.
- c. **No ensemble comps will be available through the box office.**

V. Concert Attendance Credit

- a. Students must have a program, and when applicable a ticket, to receive credit.
- b. Students will receive two stamps on their program; one at the beginning of the event and one at the end.
- c. If a student arrives more than 10 minutes late to an event, he or she will not receive credit for attending said event.

VI. Seating Policies

- a. Bailey Performance Center, Morgan Hall Events
 - i. All School of Music Ensemble/Faculty Concerts are **GENERAL ADMISSION**.
 - ii. All Signature Series events in Morgan Hall are **RESERVED SEATING**.
- b. The house opens 30 minutes prior to all events.
- c. Late seating is at the discretion of the event director, stage manager, and house management staff.
- d. Food, drinks, backpacks, and instruments are prohibited in all College of the Arts performances.
- e. Patrons are not allowed on stage at any point before, during or after the event.

VII. Best Practices/ Box Office and Front of House Etiquette

- a. Restrooms in Morgan Hall should not be utilized after 7pm, most especially as dressing rooms. Please use dressing room restrooms or restrooms in the Wilson Annex.
- b. Please leave tickets at will call for guests or meet them OUTSIDE of the Bailey Performance Center.
- c. Please visit with your friends and family OUTSIDE of the Bailey Performance Center prior to a concert. It becomes very congested in front of the box office window/ lobby once the box office opens at 7pm, which can cause our patrons challenges.
- d. Please arrange to meet your guests in the lobby after the concert. They should not expect to go on the stage, backstage or into Brooker Rehearsal Hall after a concert.
- e. **Please leave tickets in the name of your GUEST.** This leaves very little room for confusion.
- f. Please try to handle all ticketing business *prior to the evening* of the concert. If you must leave tickets at will-call on the evening of the concert, please do so between 7:00-7:15pm.