ATTACHMENT H

MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS

COMP REQUEST FORM

TICKET SERVICES

PHONE: (650) 903-6555 ADMIN FAX: (650) 903-6560

- All complimentary ticket requests must be accompanied by this form.
- To complete a request, this form must be submitted to the Center no later than 12:00 noon, one (1) business day (Monday through Friday) prior to your first performance.
- The contracted ticket contact must sign this form to validate a request.
- Unsigned Comp Request forms will not be accepted.
- Unless otherwise indicated, all comp tickets will be held at the box office indefinitely.
- If you would like any unclaimed comps released prior to the show, please request below.
- Comps requested here will be available at Will Call one hour before curtain.

Event Title: _____

Event Date: _____ **Contact Name:** _____

FOR OFFICE USE ONLY:

Full Name of Guest	Requested By	Location Request	No. of Comps	Order No.	Release Yes or No

Total Comps Required: _____

Special Requests:

Submitted By: _____