

TO: All 2010 Producers and Directors
FROM: Conejo Players Executive Committee

ADDENDUM: REPEAT VIEWING AND AUTHORIZED STAFF VIEWING

The Board of Directors and Executive Committee have revised the policies for REPEAT VIEWING and AUTHORIZED STAFF VIEWING of CPT productions as follows:

AUTHORIZED PRODUCTION STAFF VIEWING:

It takes a village to put on a show, and we know that. However, only a select few staff members will be allowed entrance to productions for no charge, based on their need to view the show for every performance. Others should be given a 1-time Director's Comp to view the show.

Guidelines for determining which members of the production staff will be allowed entrance to productions for no charge:

Generally, only staff responsible for staging should be allowed entrance to productions for no charge.

- PRIOR TO TECH, each production's Producer must provide to the Executive Committee for review and approval a list of the proposed staff who should be allowed entrance (generally, it would be the Producer, Director, Choreographer and Music Director).
- The Executive Committee will review the list, edit as necessary, and return the list to the Producer. The list approved by the Executive Committee is final.
- The Executive Committee will also provide the approved list to the Box Office.
- Seating is NOT guaranteed. Paid patrons will get priority, but authorized staff may still stand in the aisles, near the outside wall.

PATRON REPEAT VIEWING:

Please also see the attached ticketing guidelines.

- REPEAT VIEWING WITH A USED TICKET STUB IS NO LONGER FREE.
- A paid patron may, however, save their stub to be used for a reduced admission to another performance of the same show. STUBS FROM COMP TICKETS MAY NOT BE REDEEMED FOR A REDUCED ADMISSION.
- Reduced admission prices for repeat viewing of the same production with the presentation of a used paid ticket stub are as follows:
 - \$10 for Mainstage productions
 - \$5 for Conejo Second Series productions
 - \$5 for Conejo Players Children's Theatre productions

This addendum represents an official change to the 2010 Production Manual, and should be printed and added to your hard copies. Any questions, clarifications or concerns should be directed to the Board of Directors or the Executive Committee. And remember:

KEEP BOARD OF DIRECTORS APPRISED.

The Board needs to be informed of any aspect of a production which may impact or alter the normal routine operation of the theatre.

Thank You!



Shawn W. Lanz
Executive Producer, The Conejo Players

2010 MAIN STAGE PRODUCTIONS

Ticket Information

Conejo Players Theatre - Box Office
805/495-3715

1. The theatre has open seating on a first-come, first-served basis. There are no reserved seats. The Box Office and Lobby open one (1) hour prior to curtain. Doors open for seating in the theatre 30 minutes before curtain.
2. Every person entering the theatre to see the show must have a ticket. (Exception: space permitting, approved production staff may enter the theatre to view the show without a ticket - see your producer for the approved list.)
3. Opening night and Saturday night tickets are \$20 for plays and \$24 for musicals. There are no discounts for Saturday night or opening night performances.
4. Friday and Sunday tickets are \$18.00 for plays and \$22 for musicals. There is a \$1.00 discount for seniors (over 65), military personnel with valid ID, and children (under 13).
5. Thursday night tickets are \$16.00 for plays and \$20 for musicals. There is a \$1.00 discount for seniors (over 65), military personnel with valid ID, and children (under 13).
6. Advance ticket purchases are suggested for all performances.
7. Group sales for 20 or more for all main stage performances will receive a \$2.00 discount per ticket. Please purchase group tickets in advance.
8. The Director of a main stage production is given 2 comp tickets for each performance, and 6 comp tickets for the opening night performance. These are generally used for staff and volunteers. No other comps are available and no one can enter the theatre without a ticket. (Exception: space permitting, approved production staff may enter the theatre to view the show without a ticket - see your producer for the approved list.)
9. No "industry" comp tickets are given to anyone.
10. There are NO refunds on public sale tickets. In the event a performance is sold out and someone wants to see the show, they may come to the theatre to get on the "standby" list. This list is started when the Box Office opens. No names are taken by telephone. A warm body must be present to get on the list.
11. Reservations can not be guaranteed with out payment. Please contact the Box Office to purchase tickets by phone: 805-495-3715, email at tickets@conejoblayers.org; FAX 805-435-8100 or MAIL to 351 South Moorpark Road.

The box office opens 1 hour prior to show for Will Call and walk-up sales. Due to walk up sales, phone may or may not be answered during this hour and will go to message. **Please allow 72 hours for a response.**

Tickets may also be purchased online at www.conejoplayers.org.

Thank you - and see you at the theatre!

2010 CONEJO SECOND SERIES

Ticket Information

Conejo Players Theatre - Box Office
805/495-3715

1. The theatre has open seating on a first-come, first-serve basis. There are no reserved seats. The Box Office and Lobby open one (1) hour prior to curtain. Doors open for seating in the theatre 30 minutes before curtain.
2. Every person entering the theatre to see the show must have a ticket. (Exception: space permitting, approved production staff may enter the theater to view the show without a ticket - see your producer for the approved list)
3. All tickets are \$10.00 for everyone; no discounts for children, students, military personnel, seniors or groups
4. Advance ticket purchases are generally not required, but still encouraged.
5. Please contact the Box Office to reserve space for a group of any size.
6. The Director of a Conejo Second Series show has been given 2 comp tickets for each performance, and 4 comp tickets for the opening performance. These are generally used for staff and volunteers. No other comps are available and no one can enter the theatre without a ticket. (Exception: space permitting, approved production staff may enter the theater to view the show without a ticket - see your producer for the approved list)
7. No "industry" comp tickets are given to anyone.
8. There are NO refunds on public sale tickets.
9. In the event a performance is sold out and someone wants to see the show, they may come to the theatre to get on the "standby" list. This list is started when the Box Office opens. No names are taken by telephone. A warm body must be present to get on the list.
10. Reservations can not be guaranteed with out payment. Please contact the Box Office to purchase tickets by phone: 805-495-3715, email at tickets@conejoblazers.com, FAX (805)435-8100 or MAIL to 351 So. Moorpark Road.

The box office opens 1 hour prior to show for Will Call and walk-up sales. Due to walk up sales phone may or may not be answered during this hour and will go to message. **Please allow 72 hours for a response.**

Tickets may also be purchased online at www.conejoplayers.org.

Thank you - and see you at the theatre!

2010 CONEJO PLAYERS CHILDREN'S THEATRE ("CPCT")

Ticket Information

Conejo Players Theatre - Box Office
805/495-3715

1. The theatre has open seating on a first-come, first-served basis. There are no reserved seats. The Box Office and Lobby open one (1) hour prior to curtain. Doors open for seating in the theatre 30 minutes before curtain.
2. Every person entering the theatre to see the show must have a ticket. (Exception: space permitting, approved production staff may enter the theater to view the show without a ticket - see your producer for the approved list)
3. All tickets are \$10.00 for everyone; no discounts for children, military personnel, students, seniors or groups.
4. Advance reservations are generally not required, but still encouraged.
5. Please contact the Box Office to reserve space for a group of any size.
6. The Director of a CPCT show is given 2 comp tickets for each performance, and 4 comp tickets for the opening performance. These are generally used for staff and volunteers. No other comps are available and no one can enter the theatre without a ticket. (Exception: space permitting, approved production staff may enter the theater to view the show without a ticket - see your producer for the approved list)
7. No "industry" comp tickets are given to anyone.
8. There are NO refunds on public sale tickets.
9. In the event a performance is sold out and someone wants to see the show, they may come to the theatre to get on the "standby" list. This list is started when the Box Office opens. No names are taken by telephone. A warm body must be present to get on the list.
10. Reservations can not be guaranteed with out payment. Please contact the Box Office to purchase tickets by phone: 805-495-3715, email at tickets@conejoblayers.com, FAX (805)435-8100 or MAIL to 351 So. Moorpark Road.

The box office opens 1 hour prior to show for Will Call and walk-up sales. Due to walk up sales phone may or may not be answered during this hour and will go to message. **Please allow 72 hours for a response.**

Tickets may also be purchased online at www.conejoblayers.org.

Thank you - and see you at the theatre!