

**ARCTIC ENTRIES
PARTNER ORGANIZATION TICKETING POLICY**

Arctic Entries, as an organization dedicated to building community in Anchorage, is committed to partnering with other local organizations to provide opportunities for access to its monthly storytelling events for members of the community who would otherwise be unable to attend. Because all proceeds of Arctic Entries' shows are passed on to a local non-profit organization providing direct services to the Anchorage community, the number of complimentary or reduced-price tickets available for partner organizations shall be limited and distributed each month as follows:

1. Each month, Arctic Entries will reserve ten (10) seats to be available as complimentary or reduced-price tickets for partner organizations in the community;
2. Eligible community groups may submit a request for complimentary or reduced-price tickets via e-mail to arctic.entries@gmail.com. Eligible community groups include federally recognized 501(c)(3) non-profit organizations, Alaska non-profit corporations, and public schools. Requests submitted by individuals will not be considered;
3. Eligible community groups shall submit the following information with a request for complimentary or reduced-price tickets: (1) group name and mission; (2) group website (if available); (3) description of who will receive the tickets; (4) brief explanation of why complimentary or reduced-price tickets are needed;
4. Requests for complimentary or reduced-price tickets should be submitted one month prior to the date of the show for which the tickets are requested;
5. Arctic Entries shall review complimentary or reduced-price ticket requests in the order they are received and shall distribute tickets at its discretion to those eligible community groups demonstrating a need for such tickets;
6. Complimentary or reduced-price tickets shall be held at the box office for pick-up by individuals representing recipient organizations;
7. Arctic Entries shall not distribute more than ten (10) seats per show absent demonstrated extraordinary circumstances, as determined at the discretion of the Arctic Entries Storyboard.

Enacted by vote of the Arctic Entries StoryBoard, September ____, 2013.

Emily Fehrenbacher
Board Secretary