

 <p><b>policies and procedures</b> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	<i>APPROVED</i>	<i>NUMBER</i> 4-9
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<i>SUBJECT</i> TICKETS FOR DINNER PROGRAMS		

## PURPOSE

Define the policy for the equitable distribution and sale of tickets for Programs.

## DEFINITION

Tickets are defined as those tickets distributed to the Booster Managers and others as denoted in the PROCEDURE paragraphs below for the monthly dinner meetings (Programs).

Invited guest is defined as a person whose presence benefits the Association such as representatives of other facilities, clubs, and guests, and is deemed appropriate and generally is not to include family or personal friends of the Chairman of the Board, Board Member or President and his/her staff. The President may, however, invite a guest to all events that are open to guests at the expense of the EBMA.

## GENERAL

Tickets will be distributed up to 100% of the capacity of the establishment where the event is being held, if this is considered prudent by the President.

## PROCEDURE

- A. **Ten (10) tickets will be made available to the President for invited guests. Ten (10) tickets will be made available to the Director of the Program Committee for guest speakers, hosts/hostesses, staff, photographer, EBMA Communications editor, and guests, as is deemed appropriate. If more than the allotted ten (10) tickets are required, then the President or an appointed representative for the President may request from the Booster Director, the amount of tickets needed. In the event of a limited availability of tickets, approval from the Board is required.**
- B. Ten (10) tickets will be made available to the Chairperson of the Board of Directors for sale to Board Members.
- C. The number of tickets provided to the EBMA Office Secretary for sale for a given Program will be determined by the Ticket Distribution Manager based on the capacity of the Program venue and anticipated ticket sales. All remaining tickets will be distributed to the Booster Managers on the basis of first shift membership, pro-rated; with the exception that the “remaining tickets” will be reduced for Scholarship Night as noted in PROCEDURE paragraph I.
- D. Tickets will be sold to the general membership (and guest if applicable, in accordance with policy and procedure 4-3) on a first come/first served basis by the Boosters. The control of ticket sales and money has best been served by the Ticket Distribution Manager holding 15% of the tickets in reserve for distribution to Booster Manager after the initial Booster Manager allotment as been sold, normally one week prior to the meeting date. **Money received by the Ticket Distribution Manager shall be deposited and deposit slips/money shall be forwarded to the EBMA Treasurer no later than one week after receipt of same.**

PROCEDURE (CONT'D)

- E. **Booster Managers will return money to the Ticket Distribution Manager at the next Booster Meeting or at a time specified by the Ticket Distribution Manager when tickets are first distributed.**
- F. Tickets returned by the Booster Managers to the Ticket Distribution Manager for redistribution are to be made available on first come/first served basis. This shall be done by asking the Ticket Distribution Manager to reserve a ticket for a specific member(s), if one should become available. Reservations shall be made through the Booster Managers, not by individual member or Booster calling the Ticket Distribution Manager.
- G. **No refunds will be given after 12pm two (2) business days prior to the event, (i.e., for a Wednesday event, the cut off would be 12 pm Monday). At the discretion of the Program Director, an alternate date and time can be chosen for the cut off of ticket sales and/or for the refund deadline. When exercising this discretion, the Program Director shall ensure any deviation is widely published (e.g., Program flyer, ticket, website, email announcements).** At the time of the ticket sales cut off, unsold tickets shall be returned to the Ticket Distribution Manager. Additional sales, if any, will be through the Ticket Distribution Manager after consultation with the Program Director to ensure the venue can accommodate additional sales initial commitments/guarantees for food orders.
- H. In the event that the purchaser of a ticket becomes unable to attend the program for which they have bought said ticket, and the refund deadline for that particular program has passed, the purchaser can exercise the option to transfer the ownership of his or her ticket to another person. **Transferal of tickets must occur within the same price category (i.e., Member to Member, Guest to Guest) and meal choice cannot be changed.** Once transfer occurs, the member must immediately notify the Program Director of said transfer and the transferees' name.
- I. *This policy is not intended to supersede the policy of providing twenty-five (25) complimentary tickets to the Chairperson of the Scholarship Committee for distribution to scholarship recipients (10), their sponsor (10) and the Scholarship Committee (5) on Scholarship night. All other immediate family members are eligible to purchase tickets at guest prices. Depending on the venue and ticket availability, and as announced in the Program flyer, the scholarship recipient may also bring guests that are not immediate family members. Additionally, rather than the one (1) guest limit normally imposed at other Programs, EBMA members are encouraged to bring dependants who will be eligible for scholarship awards in the near future.*
- J. *This policy is not intended to supersede the Toys for Kids policy which makes one complimentary Christmas Program ticket available to each EBMA worker in the Toys for Kids program.*
- K. *Complimentary tickets will be provided to newly elected Board members for the Program at which they will be installed. Complimentary tickets will be provided to new Certified Manager program graduates for the Program at which they will be recognized.*