

Night of Community Procedures

If your organization is a 501(c)(3) non-profit organization serving those who are financially-challenged, your clients are eligible for our free final dress rehearsal program called Night of Community. To apply for this program, please submit:

1. A copy of your organization's **501(c)(3) tax determination letter from the IRS**. Scanned copies are acceptable.
2. A **letter of request from your executive director** describing the population that would be served by this program, as well as the benefits they will receive from participating in this program. The letter from your executive director must be printed on organizational letterhead and signed, and can be mailed or scanned and e-mailed.

If your organization is approved for this program, your contact information will be added to our Night of Community e-mail list. Approximately a month prior to each production, we will e-mail instructions from NOC@balletaustin.org for requesting tickets for the upcoming Night of Community. The tickets are first-come, first served, and we only accept ticket requests after the e-mail invitation is sent. We ask that organizations request only the number of tickets that they will actually use so that we can offer the opportunity to attend the ballet to as many people as possible. Organizations that show a high return on tickets used will continue to receive the number of tickets they request and use. Organizations that show a low rate of return will be offered only enough tickets to match that rate of return.

When you receive the e-mail invitation, please follow the instructions carefully. After requesting tickets, you will receive a reply regarding ticket availability for your organization, as well as instructions on when and where to pick up the tickets if any have been assigned to your organization. Please bring a copy of the confirmation with you when picking up tickets to expedite the process.

Your organization is responsible for picking up the tickets within 1 week of the initial pickup date and distributing them to your clients. Tickets that are not picked up within a week are automatically re-assigned to another organization.

Please distribute the tickets to your clients prior to arriving at the theater. Please do not plan to distribute the tickets at the theater, as there are several entrances and clients are often left waiting and confused to where their tickets might be. In the past this has caused a lot of anger and frustration for clients of non-profit organizations, and we'd like them to have the best experience possible attending the ballet.

Thank you so much for your help in sharing the ballet with those who would not otherwise be able to attend.

Pei-San Brown
Community Education Director, Ballet Austin
501 W. 3rd St.
Austin, TX 78701
pei-san.brown@balletaustin.org