

DONATION REQUESTS

We appreciate all local not for profit organizations and wish to be supportive of your efforts to improve our community. Unfortunately, however, our resources and ticket inventory are limited and we cannot honor all requests. At a maximum, we donate to a specific organization only ONCE per year. In addition producers of some presentations DO NOT allow any type of ticket donation, and those that do permit a limited supply.

IF your organization is a registered 501C-3, you are eligible to apply

- If your goal is to raise funds, we have exciting and very simple opportunities that many organizations have found much more worthwhile than ticket donations. These include no-risk fundraising via online ticket sales that is “turnkey” and worry free for the beneficiary organization. If you are interested in more information regarding these options, please [click here and request fundraising information](#).
- If you are still interested in the donation of a voucher good toward theatre tickets, you may apply with the following understanding:
 - o All applicants **must** be a registered **501C-3** organization and be prepared to provide proof of same.
 - o We simply can NOT honor all organizations’ requests.
 - o IF your request is granted, you will only be approved for one (1) event per calendar year.
 - o In general, we prefer educational arts-related organizations, but that does not guarantee a donation.
 - o Gala-type Annual events are preferred to Golf Tournaments and Sporting Events.

Listed below are the shows and dates for which you may request tickets for your Charitable Event.

Participating Show	Performance	Redemption Deadline
West Side Story	1/4/2011, 7pm	11/24/2010
The Wizard of Oz	2/15/2011, 7pm	2/4/2011
Mamma Mia	5/31/2011, 7pm	5/20/2011
Hair	10/18/2011, 7pm	10/7/2011

IF approved, your request will be fulfilled with a voucher good for a pair (2) of Lower Balcony tickets. You will receive an email stating whether or not your request has been approved. If approved, the email will have the donated voucher attached as a PDF. When selecting a participating show, confirm the redemption date is **AFTER** the date of your Charitable Event.

A print out of this voucher must be redeemed in person at the Civic Theatre Ticket Office

NO LATER THAN THE REDEMPTION DEADLINE. The voucher is void and cannot be honored after that time. Donation vouchers are not eligible for any refunds, exchanges or upgrades.

PLEASE NOTE that donation vouchers are also subject to availability. If the production you choose no longer has inventory available, and yet your request has been approved, Broadway/San Diego will substitute another production at our discretion.

HOW TO REQUEST A DONATION

Once you've read through the instructions on how to request a donation, click on the link below to get started. You will land on a page that looks like this.

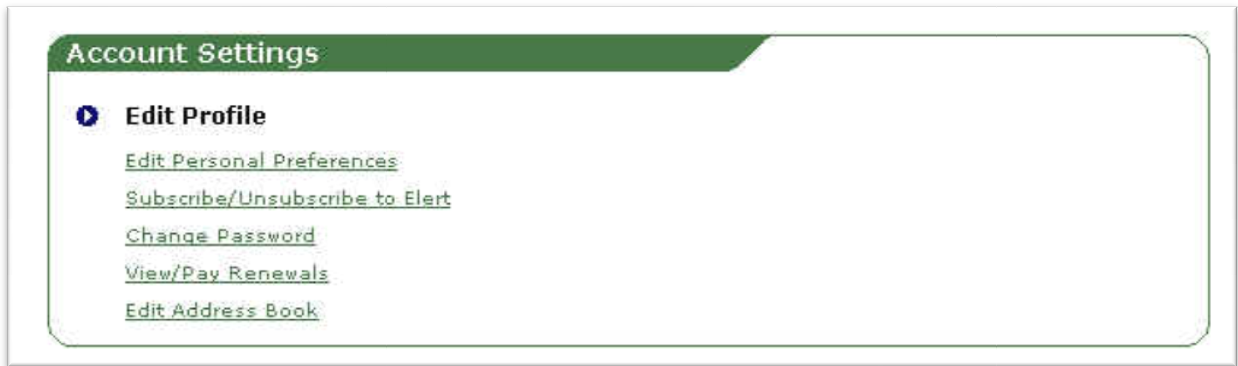
The screenshot shows the Broadway/San Diego Account Manager login page. At the top, there is a navigation bar with links for Buy Now, Shows, President's Club®, Season Tickets, Groups, About Us, Theatres, and My Account. The page is sponsored by San Diego County Credit Union and Ticketmaster. The main heading is "Welcome to My Broadway/San Diego Account". Below this, there is a login form with fields for "Account ID or E-mail Address" (containing "theitman@broadwaysd.com") and "Password" (masked with asterisks). A "Forgot Your Password?" link is next to the password field. Below the login form, there is a "Create Account" link and a "Continue" button. At the bottom, there is a note: "If you do not have an Account ID, contact Broadway/San Diego customer service at (888) 937-8995."

1. Find your organization's Home Page and Click on EDIT PROFILE

The screenshot shows the Broadway/San Diego Account Manager dashboard. The page is titled "My Broadway/San Diego Account Manager" and is sponsored by Ticketmaster. The user is logged in as Tim Heitman. The dashboard is divided into several sections:

- Welcome Tim Heitman**: A message with a "sign in" link and an "edit profile" button.
- Need Help?**: A section with links for "Tour" and "F.A.Q."
- Quick Links**: A list of links: "home", "account settings", and "manage my tickets".
- Manage My Tickets**: A section with a heading and a description: "Below you can manage your tickets to any upcoming Broadway/San Diego production. View what tickets you have, and if you so desire, you can forward those tickets to a friend (when applicable)."
- My Upcoming Events**: A section with a heading and a message: "You have no upcoming events."
- Tickets & Plan Purchases**: A section with a heading and two sub-sections: "BUY PACKAGES" (Buy full and/or mini-season plans) and "BUY TICKETS" (Buy Additional tickets).

2. From the EDIT PROFILE page, click on the EDIT PERSONAL PREFERENCES



3. Fill out the form completely. If a field is Not Applicable, put NA in the field. When done click on UPDATE ACCOUNT.

Edit Personal Preferences

Ticket Donation
Charitable Ticket Donations Requests

What is the name of the 501c3 Charitable Organization the donation will benefit?

Please Supply your 501c3Tax ID number (only 501c3 not for profit organizations are eligible for donation vouchers)

What is the mission/purpose of your organization?

What is the date of your event? (please use the 2 digit month/ 2 digit day/ 4 digit year form. mm/dd/yyyy)

What is the deadline for donation submissions for your event? (please use the 2 digit month/ 2 digit day/ 4 digit year form. mm/dd/yyyy)

What type of event is this? (IE -- gala dinner, volunteer celebration, etc.)

What is the expected number of attendees for your charitable event?

How will Broadway/San Diego be publicized and promoted before, during and after your event. (NOTE: you will be asked to provide sample program page and/other documentation after your event)? (60 characters max)

If you have a contact at Broadway San Diego that could recommend you and/or your organization, please give us their name.

Select your first choice for the show for which you are requesting a pair of donated tickets. CHOICE ONE --

Select your second choice for the show for which you are requesting a pair of donated tickets. CHOICE TWO--

Select your third choice for the show for which you are requesting a pair of donated tickets. CHOICE THREE--

[Cancel](#) [Update Account](#)

4. Fax your organization's Letter of Purpose and 501c3 documentation WITH YOUR BROADWAY SAN DIEGO ACCOUNT NUMBER WRITTEN ON IT to (619) 564-3039.

Please allow 10-14 days for a response. You will be notified via EMAIL.

By submitting your request for ticket donations, you are agreeing to receive emails regarding Group Fundraising opportunities.

You may opt out of this at any time.

DID YOU KNOW that Broadway/San Diego offers fundraising opportunities to see touring Broadway shows at a discount? We may be able to offer you up to 45% off regular prices for selected Broadway shows (plus a free ticket to you as the group leader) at the Civic Theatre. You can mark up the ticket price to just under retail, sell to your constituents, and retain the rest for your organization! Fundraising groups can start as low as 10 people; with ticket prices as low as \$18.00 (certain restrictions apply).

**[CLICK ON THIS BUTTON TO LOG INTO YOUR ACCOUNT/CREATE A NEW ACCOUNT
AND BEGIN YOUR DONATION REQUEST](#)**