

# **National Taiwan Arts Education Center**

## **Regulations of Ticket Affairs Procedures for Educational Activities of Performance Arts**

Promulgated and implemented on October 18, 2001 per letter No. Yi-zhan-zi 900002860

Amended on July 15, 2003 per directive No. Yi-zhan-zi 0920002057

Amended on October 13, 2006 per directive No. Yi-zhan-zi 0950002726

1. In order to promote the educational activities of performance arts, raise the masses' interests of appreciating performance arts, and increase the service qualities, the Center plans that each educational activity of performance arts shall be planned to print the tickets, which determine the seats for use of audience entrances and statistically master the number of audiences. Yet, shows of facility rental and ticket selling are not applicable to this regulation.
2. Performance arts include drama, music, dance, films, comprehensive arts and so forth. The responsible units shall, depending on the natures of performances, refer to the following principles to determine in advance the manner of offering tickets to audience. Either "Ticket demands of on-site queuing" or "Ticket demands in advance" will be adopted and noted on the each related publications.
  - (1) Performances classified as attractive and expected huge ticket demands shall be conducted in principle by "Ticket demands of on-site queuing" to maintain the fairness.
  - (2) Ordinary performances or the same classified as unexpected huge ticket demands shall be conducted in principle by "Ticket demands in advance" to offer tickets for mass convenience and to increase the promotion effects.
3. The designs of tickets shall be conducted accordingly by this Center's Logo Regulations and noted:
  - (1) To preserve the qualities, audiences of Nan Hai Theater should not enter the facility while the seats are already full.
  - (2) Audiences shall enter the facility prior to 30 minutes of each performance; audiences shall sit prior to 5 minutes of performances, or the seats will be regarded as abandonment then vacancies will be filled (carried out by the staff) by the public outside the facility.
4. For "Ticket demands of on-site queuing", tickets shall be offered at ticket demanding windows of Nan Hai Theater according to the masses queue sequence prior to 90 minutes of performances in principle. Each one shall only demand 2 tickets most until all passed out.
5. For "Ticket demands in advance", demanding tickets in the Internet in principle prior to 15 days of performances for ticket demands for mass. Each one shall only demand 2 tickets most until all demanded up.

For the above-mentioned manner, the masses shall take the tickets by bringing identical documentations prior to or at least 20 minutes ahead of performances, or will be regarded as abandonment then which will be transferred for use of the on-site complementarities.

During the due date, other un-demanded tickets shall all be reserved until the show date for on-site demanding for the masses.
6. The center provides 50 tickets each show to the performance group for its use, if needed. In addition, according to the letter provided by the performance group, this Center deliberates to provide the group tickets to the maximum of 200 pieces each show to the

educational institutes based on the further educations, art course education, or foreign guest entertainment, if needed.

7. The matters concerned, which the foresaid articles don't cover, are to be processed according to other related regulations of this Center.
8. The regulations are implemented from the promulgated date.