

Registering for Exclusive Access Events

Redeeming your Vouchers:

To redeem your "Voucher(s)" and be registered for an "Exclusive Access Show", you must email Jessie Jameson (Volunteer Coordinator) at jessie.jameson@foxtheatre.org. You must have the required number of vouchers specified by the event to be registered. Your email must be formatted in the following manner:

- The subject line should read "Exclusive Access Registration"
- Always include:
 - Your Name
 - Name of the show
 - Date and Time of show
 - Which level you would prefer to work: Lower or Upper. (We cannot guarantee that you will be able to work the level specified, but we will make all attempts to accommodate your request)
- Please do not simply reply to the original release email, as this can delay your registration.
- Without the necessary information, you may not be able to be registered for an Exclusive Access show before the show is full.

Stipulations:

- You cannot gift or transfer a voucher under any circumstances to another volunteer.
- We will not accept registration for an Exclusive Access Show, unless you already possess a voucher. You will not be able to be pre-registered for an Exclusive Access Show on the basis that you are already signed up for a "Voucher Show". You must actually work the "Voucher Show" before you can redeem the corresponding voucher and be registered for your "Exclusive Access Show".
- There is no limit on how many vouchers you can earn. You can store up to as many vouchers as you would like. In fact, it is better to have a few extras in your back pocket so that you don't miss out on any upcoming shows that you would like to work.
- If you must cancel from an "Exclusive Access Show", you will be refunded your voucher to use at a later date, as long as you cancel more than 48 hours before the call time of the event. Cancellations within 48 hours of the show will not have their vouchers restored unless otherwise determined by Guest Experience Management. To cancel from an "Exclusive Access Show" at any time, you must email Jessie Jameson at jessie.jameson@foxtheatre.org.
- Exclusive access shows will have a limited number of slots available. When they are full, they are full. Having a voucher does not mean that you are guaranteed a spot for an "Exclusive Access Show". Do not wait until the last minute to request registration for an "Exclusive Access Show".