

Media Ticket Application Procedure 2019

Each year we coordinate thousands of tickets for visiting media. In order to streamline the process and ensure that you receive ticket confirmations in good time, we ask that you follow the guidelines below.

We will start to process media ticket applications in June and will get back to you once we have confirmed your ticket allocation. This may take time so don't worry if you haven't received your confirmation from us within a few days of submitting your ticket request form.

- The deadline for ticket applications is **Monday 8 July**, please have ticket request forms in by that date to ensure that media tickets are received.
- Please include details of the specific date and time of the performance(s) you wish to attend. Due to the high volume of ticket requests we receive, we cannot guarantee entry to any performance, but we will do our best to accommodate your requests where possible.
- Please note that we do not issue tickets for preview performances.
- Let us know if you would like to purchase an additional ticket for any performance(s) and we will try to allocate a seat next to your own. Additional ticket prices will vary and are issued subject to availability at the time of booking.
- Please allocate on the request form if you would like to pick up all your media tickets from the International Festival Media Office, at The Hub, Castlehill, or at the venue from one hour prior to the performance time. You can choose which option you prefer by choosing from the menu at the bottom of the page by clicking your cursor in the address box and selecting a location.
- If you need to change or return any of your tickets, please let us know by **25 July** so that we can make it/them available to another reviewer or release them for public sale.
- If you are unable to make any of the performances please let the team know, many of the performances meet capacity and we are forced to turn away both media and patrons. If there are repeated absences, we reserve the right to cancel the remainder of the review tickets.
- Please note, Ian McKellen will not be accepting any reviewers for his shows, as has been the policy across his *Ian McKellen On Stage* tour.

If you have any enquires regarding media tickets, please contact us at presstickets@eif.co.uk

All other media enquiries can be directed to press@eif.co.uk and we can also be reached on 0131 473 2020.

We look forward to welcoming you to the International Festival in August.
Thank you.