

Ticketing and Admissions Policy

00:00, 1st Jan 2017 – 2016 Committee Complimentary Ticket Registration Deadline

12:00, 3rd Feb 2018 – First Round Ticket Applications Open for Christ's Students + Successful Christ's Alumni Applicants can come on to use their ticket codes

08:00, 4th Feb 2018 – Second Round Ticket Applications Open for Christ's students to reserve further guest tickets, closes at **12:00 4th Feb 2018**

12:00, 4rd Feb 2018 – General Sale Ticket Applications Open to Non-Christ's Students and Christ's Fellows/Staff, closes when tickets have sold out

17:00, 12th Feb 2018 - Payment Deadline for all ticket applicants

1- Complimentary Tickets, Committee and Guests

- Complimentary tickets will be allocated through the ticketing officers on the QPay portal.

2a - Applications from Christ's Students

When applying, you must use your @cam.ac.uk email address in the payer's field in order to be verified as a Christ's student, during this exclusive period of sales.

- ROUND 1 (**12:00, 3rd Feb 2018 to 08:00 4th Feb 2018**): Christ's students may apply to apply for 1 ticket for themselves + 1 guest ticket, separately (one at a time). During this round, Christ's students' applications for a guest ticket will be allocated on a first come, first serve manner, as tickets are subject to availability.
- ROUND 2: (**08:00, 4th Feb 2018 to 12:00 4th Feb 2018**): after having applied for ROUND 1, Christ's students may apply for up to 2 extra guest tickets on a first come, first serve basis and again, subject to availability of remaining tickets.

2b - Applications for Christ's Guests

- Tickets that are not allocated to Committee, or ring fenced for Christ's

students and alumni will be ring fenced for Christ's Guests in ROUND 1.

- While these tickets remain, applications for a first guest ticket made by Christ's Students within an initial 24 hour period will be accepted, after checks from the ticketing officer.
- Should tickets in the first guest pool become depleted, further applications for a first guest ticket will not be approved.
- Remaining tickets from ROUND 1 will be transferred to the ROUND 2 for extra guest tickets and these tickets will be allocated on a first come, first serve basis.

2c - Applications for college un-associated University

Members

Applications may be accompanied by up to one guest ticket application.

At 12:00, 4rd Feb 2018:

- Applications will be approved on a first come, first served basis.
- Once approved, you will be able to continue your ticket payment.
- Upon emptying of the General Sales pool, remaining applications will constitute the waiting list.

Applications for university members un-associated with Christ's college will not be automatically approved.

3 - General Payment Details and Deadline

- All tickets must be paid for, in full, by 17:00, 12th Feb 2018 on the QPay portal (plus ticket processing fee).
- There is a £2 ticket processing fee added to the price of each ticket.
- At ticket checkout, there will be an option to donate to one of the charities that Christ's May Ball is supporting this year.
- All approved applications with payment outstanding as of 12:00, 14th Feb 2018, will be automatically rescinded, except with prior written agreement from the ticketing officer.
- Tickets will be re-allocated in a first come, first served fashion to applications on the waiting list. These applications will be automatically accepted.

4 - Applications from Alumni

- 50 tickets are ring fenced for alumni, alongside 5 queue-jump and 10 Dining.
- Applications close at **12:00 on 3th Feb 2018**.
- Applications for Alumni will involve contacting ticketing@christsmayball.com from **12 noon Wednesday 24th January** detailing the ticket they would be interested in and also for their guest if necessary. Alumni will also have to provide their information as detailed below. Then, the ticketing officers will issue unique single-use codes which allow Alumni to reserve tickets on the QPay platform, when sales are live after **12:00 on 3rd Feb 2018**.
- Applications will be verified of auxiliary information against data from the development office based on Name, Date of Birth, Year of Matriculation and Tripos.
- Once Alumni use their codes to reserve their tickets on the ticketing platform, our ticketing officers will double check that the tickets you select match the tickets allocated to you by prior email communication, after which your order will be confirmed and you can go on to pay for your tickets.
- Anyone attempting to reserve tickets of a different type, that was not allocated to them, risk having any ticket to the ball revoked and offered to the next person on the waiting list.

5 - Admissions Arrangements

- All ticket holders will be provided with physical, personalised, QR code tickets (see **Section 7 – Ticket Collection Arrangements**). These QR code tickets must be presented in conjunction with a photo ID card (Passport, driving license etc) for verification of both identity and age.
- A digital QR code will also be sent to ticket holders via SMS/email, as backup.
- If a ticket holder cannot provide their physical QR code ticket, then they must present their QR code on a mobile device, through the QPay app or from the email/SMS that contains the QR code, for scanning by ticketing officers.

6 - Ticket Collection Arrangements

- There will be ticket collection event(s) held sometime after all tickets sales

have ceased and before the May Ball. The date and location for collection will be notified to confirmed guests via email.

- For Christ's Alumni who do not live in Cambridge, tickets can be posted by mail. Address details will be requested at the time of ticket dispatching.
- Tickets will be sent out by Royal Mail, 1st Class delivery.
- All other guests will have to attend one of the ticket collection events in order to receive their physical ticket. If you are unable to make an event, please contact ticketing@christsmayball.com