

Phone

The main phone number is 646-731-1800. Staff members, important contacts for the show as well as Comedy Central staff may call the front phone. Therefore, it's very important to be professional at all times while answering the phone.

646-731-1801 is your personal line. Mainly staff members will be calling this line, but please note the number on the caller ID screen as it may be an outside party or vendor.

Please answer both lines "The Nightly Show."

You are not to give out names, direct numbers or email addresses.

To transfer a call: press "transfer, extension, transfer." If you need to talk to the person at the other end of the extension before transferring their call, hit transfer extension... wait for the ring. They will pick up. You will let them know who is on the line for them and ask if they would like you to transfer them. Then to transfer the call to them hit transfer again.

If someone is calling about pitching a guest for our show, give them the following email address: guestpitch@thenightlyshow.tv (please do not give out Tommy Alter or Angela Tonini's information). Do not tell the caller that "you can't give out info." Tell them that this is the best channel for their pitch to go through because it's the truth. It also keeps it organized and all together for our talent department.

If a callers are looking for any press related information, any information relating to our calendar or if the caller wants to interview Larry or any other staff member, etc, refer them to Renata Luczak. (Renata.Luczak@comedycentral.com) She is our **Manager of Corporate Communications at Comedy Central**. She does not work in our building and you cannot transfer their call to her but they can send her an email.

We do not take idea pitches from outside our in-house writers for legal reasons. If the callers are persistent, you can tell them to email info@thenightlyshow.tv

If there are calls requesting information on staff positions or internships, please have them fax in their resume and cover letters to **212-649-6288**. Potential interns who are juniors or seniors in college or graduate school may also email their information to mlewis@thenightlyshow.tv

Audience inquiries can be sent to audience@thenightlyshow.tv. If the caller would like tickets they must go to our website, www.thenightlyshow.com. Do not transfer calls directly to Robin.

Be careful not to give out too much information on the front phones. If you don't know how to handle a call put them on hold, and ask security or Michelle/ Margaret.

If someone has a general inquiry or wants to send us information about their product, business or service, please tell them they can send an email to info@thenightlyshow.tv Once again we DO NOT accept writing pitches or idea pitches so please do not refer anyone looking to do so to this email address or any other.