

# 2016 Pitt Band Complimentary Ticket Request Policies and Procedures

**For the 2016 Pitt Football season, the Pitt Band will have special policies and procedures in place for Band members to request complimentary tickets to home games. Please see the list below of all policies and procedures to follow while requesting complimentary tickets:**

- Band members will submit the names of their guests by completing a Google doc that will be posted prior to each home football game. The link to the Google doc will be distributed by the Band Director. Please see below for the request period schedule.
- The Ticket Office will submit the list received to the Band Director after the request period cutoff for final approval. The Band Director will return the final copy of the requested complimentary ticket list to the Ticket Office. After the final list is received by the Ticket Office, band members will no longer be able to change the names of their guests receiving complimentary admission for that home game.
- Band member's guests receiving complimentary tickets will pick up their tickets at the Band and Cheer Will Call windows located at Gate B (the Steelers Ticket Office) of Heinz Field. The number of tickets in each Will Call envelope will correspond with the number of tickets requested on the final list submitted to the Ticket Office.
- To request multiple tickets for one person to pick up at Will Call, please correlate the number of times you list their name with the number of tickets that should be in their Will Call envelope. For instance, if Brad Townsend is picking up 4 tickets, please list "Brad Townsend" 4 times on the Google doc.
- All guests receiving complimentary admission must present a valid photo ID to pick up the tickets. If they do not have a photo ID present, they will not be able to pick up their tickets. Please remind your guests of this.
- All guests receiving complimentary admission must also adhere to the bag policy at Heinz Field. Please remind your guests of this. More information on the bag policy can be found here: [www.pittsburghpanthers.com/allclear](http://www.pittsburghpanthers.com/allclear).

## 2016 Pitt Football Complimentary Ticket Request Period Schedule:

| Opponent                     | Game Date | GoogleDoc Available      | GoogleDoc Cutoff             |
|------------------------------|-----------|--------------------------|------------------------------|
| Villanova                    | 9/3/16    | Monday, 8/29/16<br>9 am  | Wednesday, 8/31/16<br>12 pm  |
| Penn State                   | 9/10/16   | Friday, 9/2/16<br>9 am   | Wednesday, 9/7/16<br>12 pm   |
| Marshall<br>(Family Weekend) | 10/1/16   | Monday, 9/26/16<br>9 am  | Wednesday, 9/28/16<br>12 pm  |
| Georgia Tech<br>(Homecoming) | 10/8/16   | Monday, 10/3/16<br>9 am  | Wednesday, 10/5/16<br>12 pm  |
| Virginia Tech<br>(Thursday)  | 10/27/16  | Friday, 10/21/16<br>9 am | Tuesday, 10/25/16<br>12 pm   |
| Duke                         | 11/19/16  | Monday, 11/14/16<br>9 am | Wednesday, 11/16/16<br>12 pm |
| Syracuse                     | 11/26/16  | Monday, 11/21/16<br>9am  | Wednesday, 11/23/16<br>12pm  |

**By requesting complimentary tickets to any 2016 Pitt Football home game, you are agreeing to the policies and procedures stated above. Failure to comply could result in the denial of complimentary tickets.**