



Dear Patron:

Thank you for your interest in including the Center for Puppetry Arts in your charitable event.

The following are our guidelines for issuing complimentary tickets to organizations requesting donations. Please keep this on file so we may answer your requests promptly.

1. Mail, Fax or E-mail a written request at least four weeks in advance to:

Ticket Donations  
Center for Puppetry Arts  
1404 Spring Street NW  
Atlanta, GA 30309  
Fax: 404-873-9907  
Email: [ticketdonations@puppet.org](mailto:ticketdonations@puppet.org)

No phone requests please.

2. Please include the date of the event when the tickets will be given away, the deadline for receiving donations, and where the tickets may be sent.
3. We ask that documentation recognizing the Center and its donation be used in all printed materials and be sent to our office by your organization within 30 days of the scheduled event. Please include: "Tickets donated by the Center for Puppetry Arts, Atlanta, GA."
4. Please note that only four complimentary admissions are allowed per organization yearly, tickets are valid only for shows listed, and the length of time tickets are valid will be determined by the donation office.

Thank you for your cooperation and continued support of the programming at the Center. We wish you good luck with your upcoming event.

Sincerely,

Daniel Summers, Jr.  
Marketing Director