

SAN FRANCISCO ARTS COMMISSION

February 2026

Ticket Distribution Policy

Arts Commission Ticket Distribution Policy

This Ticket Distribution Policy establishes the requirements for the distribution of tickets by the Arts Commission, pursuant to Fair Political Practices Commission (FPPC) Regulation 18944.1 and San Francisco Campaign and Governmental Conduct Code Section 3.216(b).

This policy applies to the Arts Commission, including its department and Commission. For purposes of this policy, a public official is a member of the Arts Commission or an employee of the department.

This policy consists of three parts: (I) distribution of tickets; (II) prohibition of earmarking and transfer of tickets to another person; (III) disclosure requirements.

I. Public Purposes of Distribution of Tickets or Passes.

Before distributing tickets, the Director of Cultural Affairs or the Director's designee shall determine whether the ticket provider is a restricted source for the Arts Commission and whether it can accept and distribute those tickets because tickets are generally considered gifts. Please see the Restricted Source Rule on gifts on the [Ethics Commission's website \(San Francisco Ethics Commission\)](#) for the most updated information.

All tickets distributed under this policy must meet the public purpose stated in Section C. Tickets from a restricted source may only be distributed under this policy if one of the four exemptions stated in Section B applies to the ultimate recipient of the ticket.

A. Definition of Restricted Source

Generally, a restricted source is a person or entity who seeks or has a contract, permit, license or attempts to influence a public official in any government decision (see Appendix A for the full definition of restricted sources).

B. Tickets from Restricted Source

The Arts Commission may receive and distribute tickets from restricted sources if (1) the recipient of the ticket separately qualifies for one of the exemptions listed below and (2) the tickets meet the public purpose stated in Section C.

A ticket provided by a restricted source may only be distributed when it meets one of the exemptions 1-4 below. (See full regulations regarding gift exemptions from restricted sources and examples on the Ethics Commission's website ([San Francisco Ethics Commission](#))). Questions regarding the exemptions can be submitted through their advice portal.)

1. Free attendance at a widely attended convention, conference, seminar, symposium, or ribbon-cutting or ceremony, including before or after construction, where attendance is appropriate to the official duties of the public official and the organizer of the event provides the free attendance voluntarily.
 - a. A "widely attended" event is an event that is open to individuals from throughout a given industry or profession, or an event that is open to individuals who represent a range of persons interested in a given matter.

2. A ticket provided to an official for admission to a facility, event, show, or performance for entertainment, amusement, recreational, cultural, or similar purpose at which the official performs a ceremonial role on behalf of the official's agency.
3. A single ticket provided by a nonprofit organization to a fundraiser event hosted by the nonprofit organization if the ticket is used by an official for whom attendance at the event is necessary to carry out the official's City duties.
 - a. Purposes that are "necessary to carry out the official's City duties" may include attending an event to share information with other attendees, to build and maintain relationships with grant recipients or potential grant recipients for purposes of City business, or to show departmental support for City-funded projects, so long as such tasks are part of the official's City duties. The ticket may not be used for employee appreciation or as a reward for public service.
4. A single ticket to an arts exhibit, performance, athletic, sporting, cultural, or other entertainment event or production provided by an organization holding the exhibit, performance, event, or production if the ticket is used by an official for whom attendance at the exhibit, performance, event, or production is necessary to carry out the official's City duties.
 - a. Purposes that are "necessary to carry out the official's City duties" may include monitoring City-funded or permitted events, or assessing local events to inform future funding or permitting decisions, and ensuring proper use of City facilities, so long as such tasks are part of the official's City duties. Employees of City departments that regularly fund or permit arts, recreational, and culture events and productions, shall be allowed to accept a single additional ticket for a guest to accompany them to the event or production.
 - b. A ticket distributed under this exemption cannot be for employee appreciation or as a reward for public service.

If a ticket meets one of the exemptions above, it must also meet one of the public purposes stated below in Section C.

C. Tickets for Public Purposes

The Director of Cultural Affairs, or the Director's designee, shall have the authority to determine whether a public purpose exists and to distribute the tickets in accordance with this policy. Below is a list of what constitutes a public purpose:

- Furthering the purposes of the Arts Commission under Section 5.103 of the Charter.
- Facilitating public officials' familiarity with, or ability to carry out their services or fiduciary duties with respect to, the management, administration, and/or care of the City's facilities.
- Increasing the understanding and appreciation of the offerings and operations of the Arts Commission by City officers and employees involved in the governance, funding, advising, management or administration of the Arts Commission.
- Promotion of cultural, artistic, educational, recreational, and community activities in the City.
- Promotion of exhibitions, events, activities, programs, and resources available at City facilities and elsewhere within San Francisco.
- Information gathering and education regarding matters of local, regional and state-wide concern that affect the City including enhancing intergovernmental relations including attendance at events with or by elected and appointed officials, and their immediate family members or no more than one guest, from other jurisdictions.

- Promoting or showing City appreciation for programs and services rendered by community and other non-profit resources for the benefit of the community including artistic and cultural organizations and institutions.
- Monitoring and evaluation of operation and maintenance of public facilities available for City resident and visitor use.
- Increasing public exposure to, and appreciation of, the artistic, recreational, cultural, and educational facilities and programs available to the public within the City.
- Increasing public familiarity with public exhibitions, resources, programs, and performances, available to City residents and visitors.
- Promotion of economic development and employment in the City and surrounding areas.
- Supporting local businesses, including charitable organizations.
- Increasing City tourism, including conferences, conventions, and special events.
- Awareness of resources available to City residents, including charitable and nonprofit organization resources.
- Increasing use or appreciation of City-run, sponsored or supported exhibitions, community programs or public programs or performances held in City facilities.
- Highlighting community programs within the City, including programs organized or supported by charitable and nonprofit organizations.
- Promoting public and private facilities, services, events and programs available for City resident and visitor use or enjoyment, including charitable and nonprofit organization facilities, services and programs.
- Participation in exchange programs with foreign officials and representatives.
- Providing increased exposure to, or gathering public input on, City services, facilities and spaces.
- Assessing supporting organization, licensee, and customer service needs and satisfaction.
- Identifying or evaluating procedural and physical deficiencies in programs and facilities.
- Facilitating increased direct contact, input from, and communication with, supporting organizations, licensees, and event representatives.
- Increasing employee knowledge and education to assist in the performance of their job duties.
- Any other public purpose similar or related to the above as identified by the Arts Commission.

A public official may accept free or discounted tickets from the Arts Commission provided that attending the event serves a public purpose as listed above and provided that tickets are not used disproportionately by a public official.

II. Prohibition on Earmarking and Transfer

The Arts Commission may not accept any tickets from an outside agency that are earmarked for use by any particular public official. A public official who has received a ticket or pass distributed under this policy shall not transfer such ticket or pass to any other person, except to the public official's immediate family (spouse/partner and dependent children) or to no more than one guest, solely for their personal use. But the public official must accompany any immediate family member or guest who received a ticket or pass through a transfer to the exhibition, event or performance.

III. Disclosure

As required by FPPC Regulation 18944.1, the Ticket Distribution Policy and the information required by the FPPC's Form 802 regarding the distribution of any ticket or pass under this policy will be posted on the Arts Commission's website within 45 days after the ticket/pass is distributed. The Arts Commission will upload them on the Department's website and send the FPPC an email containing the website link where Form 802 is displayed so that the FPPC may post that link. A ticket or pass distributed by the Arts Commission under the Ticket Distribution Policy and reported on the FPPC Form 802 does not have to be separately reported by the individual ticket recipient. For example, the individual does not need to report the ticket on their Form 700.

All tickets received and distributed by this Policy will be included in the Art Commission's monthly gift report to the Ethics Commission, per the requirements in section 3.217 of the Campaign and Governmental Conduct Code.

APPENDIX A

Definition of Restricted Sources according to Restricted Source Rule under San Francisco Campaign and Governmental Conduct Code § 3.216 and Ethics Commission Regulations 3.216(b)-1-6

Restricted Sources are:

- Any person or entity that contracts or is seeking to contract with the department of the officer or employee, or any affiliate of that entity (Affiliates include the entity's board of directors, principal officers, or persons with a 10% or more ownership interest.) The prohibition is effective until 12 months after the term of the contract ends or, if no contract is approved, until 12 months after negotiations regarding the contract end.
 - A "person" shall mean any individual, partnership, corporation, association, firm, committee, club or other organization or group of persons, however organized.
 - A person shall not be deemed a restricted source solely because that person is employed by a restricted source, provided that the gift is neither paid for by the employer nor provided at the direction of the employer.
 - A person shall not be deemed a restricted source solely because that person employs a restricted source, except that the employer shall be deemed a restricted source if the employee is doing business or seeking to do business with the department or attempting to influence the employee or officer either:
 - (1) at the direction of the employer,
 - (2) in connection with his or her duties as an employee, or
 - (3) regarding a matter that will achieve, defeat, aid or hinder a goal or purpose that the employee is required or expected to achieve, defeat, aid or hinder in the course of employment.
- Any person or entity involved in proceedings regarding non-ministerial permits, licenses or other entitlements for use or any affiliate of that entity, as follows:
 - For permits that go before a department head, board or commission, or the Board of Supervisors, the applicant or holder is a restricted source to all officers and employees in the department from when the applicant starts the proceeding until 12 months after the final decision regarding the permit or license is made.
 - For all other non-ministerial permits, a person seeking, obtaining, or possessing a license, permit, or other entitlement for use in which the officer or employee was personally and substantially involved is a restricted source to the officer or employee from when the applicant starts the proceeding until 12 months after the final decision regarding the permit or license is made.
- Anyone who during the prior 12 months knowingly attempted to influence the officer or employee in any legislative or administrative action.
- Any permit consultant who has registered with the Ethics Commission, if the permit consultant has reported any contacts with the designated employee's or officer's department to carry out permit consulting services during the prior 12 months.
- For City officers, a registered lobbyist.