

MARKETING AND TICKET SERVICES WORKSHEET

Ticketing Contact _____ Phone/Email _____

Marketing Contact _____ Phone/Email _____

Public Information Phone _____ Web Site URL _____

Appears on Ticket	Licensee (as listed on contract) (50 characters or less) _____
	Arrangement* Title (40 characters or less) _____
	Credit line (50 character maximum) _____

Performance Day, Date & Curtain Time(s):

Day _____

Date _____

Curtain Time _____

Ticket Price Information (An additional \$2 or \$3 (depending on event) per ticket Facility Use Fee will be added to the ticket prices below.)

Adult	\$ _____	Educator	\$ _____	Group Discount	\$ _____
Senior (62 and older)	\$ _____	Standing Room	\$ _____	Group Size	_____
Student (21 and under)	\$ _____	Coupons	\$ _____	Infant Lap Pass (12 months and under)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child (12 and under)	\$ _____	Other	\$ _____	(for specific discounts, check with Ticket Services Director)	

Which seating configuration will you be using? (MS=MainStage, SS=SecondStage)

MS Standard MS Scaled (priced by location) SS Standard SS Other (subject to approval by Operations Manager)

How will your patrons be seated? Reserved Seating General Admission Seating

Would you like us to hold seats for your use? Yes No If yes, how many? _____

If yes (and seating is reserved), indicate location _____

Will you be taking consignment tickets? Yes No If so, how many? (maximum: 75% of the house) _____

If yes (and seating is reserved), indicate location _____ Date needed _____

For multiple performance arrangements, would you like patrons to be able to exchange between performances? Yes No

Would you like a weekly sales report? Yes No If yes, sent to (name) _____

Email address _____ or fax number _____

Please provide a 20-word performance description:

Please provide a 50-word performance description:

How long is the performance(s)? (include intermission, if any) _____

Will there be an intermission? (15 minute minimum) Yes No If yes, how long? _____ More than one? Yes No

This performance is appropriate for: all ages age 5 and up age 12 and up age 18 and up

If not appropriate for all ages, why? Subject matter Mature language Nudity Other _____

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I have read the Marketing & Ticket Services Booklet (included as part of the contract package) and understand all policies and charges associated with Marketing & Ticket Services at the Center.

Signature of Authorized Licensee's representative _____ **Date** _____

*An Arrangement is any single event or series of event(s) categorized under one title or description.