

Event Information Form

Please read and complete this form. It is vital for us to have all your information at least 2 weeks prior to ticket on-sale. Failure to provide this information may result in a delay of putting tickets on sale. Thank you.

Name of Event: _____

Day/Date/ Time of Event: _____

On-Sale Day/Date: _____

Length of Event: _____ Intermission: ☐ Yes ☐ No Length: _____

Authorized Representative: _____

Phone number(s): Cell: _____ Work: _____

Email: _____

TICKET PRICES AND DISCOUNTS

Type of Seating (choose one): All tickets sold have \$1 per ticket surcharge (Restoration Fee) added.

	Ticket Price		Total Price
<input type="checkbox"/> General Admission (All seats same price)	_____	+ \$1 Restoration Fee =	_____
or			
<input type="checkbox"/> Reserved Seating:			
Section 1 (i.e., Main Floor)	_____	+ \$1 Restoration Fee =	_____
Section 2 (i.e., Lower Balcony)	_____	+ \$1 Restoration Fee =	_____
Section 3 (i.e., Upper Balcony)	_____	+ \$1 Restoration Fee =	_____
Senior Prices, if applicable:	_____	+ \$1 Restoration Fee =	_____
Students (with ID) prices:	_____	+ \$1 Restoration Fee =	_____

Group Discounts, if applicable:

# of tickets (i.e., 1 to 10, 11 to 49..)	Ticket Price		Total Price
_____	_____	+ \$1 Restoration Fee =	_____
_____	_____	+ \$1 Restoration Fee =	_____
_____	_____	+ \$1 Restoration Fee =	_____
_____	_____	+ \$1 Restoration Fee =	_____

Infant Tickets:

Please be advised that the Alberta Bair Theater requires every patron to possess a ticket; this includes children and infants. You may choose not to charge for younger patrons but each still needs a ticket. If you wish to charge, please indicate age and price below:

Age of Child/Infant (i.e., under 3):	Ticket Price		Total Price
_____	_____	+ \$1 Restoration Fee =	_____

TICKET TEXT

Line 1 → Can Be Used for Sponsor (35 char)

Line 2 → Additional Information (35 char)

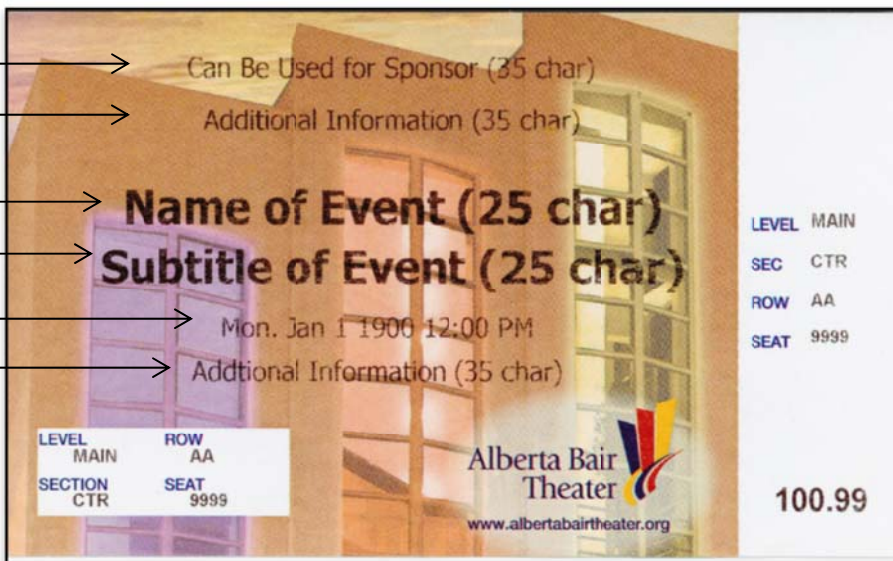
Line 3 → **Name of Event (25 char)**

Line 4 _____ → Subtitle of Event (25 char)

Line 5 → Mon. Jan 1 1900 12:00 PM

Line 6 → Additional Information (35 char)

**Please note the maximum
characters per line.**



Please print EXACTLY what you wish to have printed on the ticket on each line below
Please reference ticket above for maximum characters per line.

Line 1: _____

Line 2:

Line 3:

Line 4:

Line 5: THIS LINE IS FOR DAY, DATE AND TIME OF EVENT

Line 6:

DESCRIPTION OF EVENT

Please provide a brief description of the event or artist that will be used on the ABT website. This description will also be used by Box Office staff to describe your event to patrons.

[illegible]

INTERNET

We will feature your event on our website, www.albertabairtheater.org. Please supply audio and visual links to help us make the presentation of your event as professional and appealing as possible.

Video link: _____

Audio link: _____

ADVANCED TICKET HOLDS

If you would like to RESERVE/HOLD seats in advance of on-sale, please indicate amount and location in each of the following categories. Each complimentary ticket is charged at .25 each.

Artist Comps: _____ Location: _____

Promoter Comps: _____ Location: _____

Sponsor: _____ Location: _____

Sponsor: _____ Location: _____

Fan Club/Other: _____ Location: _____

CONSIGNMENT TICKETS

If you wish to have tickets printed in advance so that you or your organization can sell them, please indicate this below. No more than 50% of the available seats can be sold through consignment. **NOTE: Please allow two (2) business days to process this request.** Each printed ticket is charged at .25 per ticket. Each returned consignment ticket will incur an additional .25 per ticket fee to cover the processing costs of returning a ticket into the ticketing system.

Number of Tickets: _____ Location or Ticket Value: _____

Number of Tickets: _____ Location or Ticket Value: _____

SPECIAL PROMOTIONS/MEDIA TICKETS

The ABT Box Office must be notified about any special promotions prior to any public announcement or advertising. This includes, but is not limited to, Groupon, Living Social or media/sponsor trade tickets sold at any location other than the ABT Box Office. The ABT Box Office Manager will hold or otherwise make tickets that will be sold through a special promotion unavailable for purchase by other means. All ticketing fees for these tickets will apply and must be paid by the promoter/presenter or the selling organization. The names, contact information and seating locations of each person purchasing a ticket must be forwarded to the ABT Box Office at least 72 hours prior to the performance. The Alberta Bair Theater will not issue refunds or in any other way be responsible for any tickets not sold through the Box Office or one of our official outlets.

Location where tickets can be purchased: _____

Number of Tickets: _____ Ticket Value: _____

Location where tickets can be purchased: _____

Number of Tickets: _____ Ticket Value: _____

CANCELLED EVENTS

Should the performance need to be cancelled, ABT will contact all ticket purchasers immediately upon notification of the cancellation. The renting organization will remain responsible for the 5% box office fee and an additional 5% fee on gross amount of tickets returned.

POSTPONED OR RESCHEDULED EVENTS

Should the performance need to be postponed ABT will contact all ticket purchasers immediately upon notification of the cancellation. The renting organization will remain responsible for the 5% box office fee and an additional 5% fee on gross amount of tickets returned.

HOUSE TICKET HOLDS AND KILLS

Alberta Bair Theater will hold or kill the following tickets unless prior arrangements are made:

Executive Seats: 6 seats will be held to be used at the discretion of ABT administration.

House Emergency Seats: 10 seats will be held to handle seating issues that may arise after doors open.

Potentially Obstructed View Seats: 28 seats that could be blocked by speakers or other set pieces. These will be sold as potentially obstructed seats if all other seats are sold.

Technical Kills: 36 seats held for light and sound control boards. These are not released until all technical details of the show have been confirmed with the ABT technical director.

Limited Mobility: 12 seats held for wheelchairs and companions.

TOTAL HOLDS AND KILLS: 40 holds and 52 kills

BOX OFFICE HOURS OUTLET AND PROCESSING FEES

Tickets will be available by phone and in person at The Alberta Bair Box Office. Hours are 12:00pm-5:00pm Monday through Saturday. The Box Office will be closed on Saturdays between Labor Day and Memorial Day. Tickets will also be available at Rimrock Mall Customer Service, and by internet and phone. Patrons purchasing tickets at the mall and via phone and internet are assessed a \$2 processing fee per ticket.

Only the authorized representative of the event may receive ticket reports or request complimentary and consignment tickets as well as authorize any discounts or promotions. The Box Office must be notified in writing of any other individuals to receive reports, tickets or approve promotions.

As the authorized representative of the ticketed event I have read and agree to the above ticketing policy.

Signed: _____

Date: _____

MARQUEE

Refer to the attached layout for the ABT Marquee to create the marquee for your event. NOTE: You have 24 Characters per line. Spaces, commas and other punctuation are considered a character.

MARQUEE

****26 Characters per line****

NOTE: Spaces, commas and other punctuation are considered characters.