

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.

Event Information Form

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 $1.50 per ticket surcharge (Restoration Fee) added.

**Ticket Price Total Price**

**General Admission**

(All seats same price) + $1.50 Restoration Fee =

**or**

**Reserved Seating:**

Section 1 (i.e., Main Floor) + $1.50 Restoration Fee =

Section 2 (i.e., Lower Balcony) + $1.50 Restoration Fee =

Section 3 (i.e., Upper Balcony) + $1.50 Restoration Fee =

Senior Prices, if applicable: + $1.50 Restoration Fee =

Students (with ID) prices: + $1.50 Restoration Fee =

**Group Discounts, if applicable:**

**# of tickets (i.e., 1 to 10, 11 to 49..) Ticket Price Total Price**

+ $1.50 Restoration Fee =

+ $1.50 Restoration Fee =

+ $1.50 Restoration Fee =

+ $1.50 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**

+$1.50 Restoration Fee =

**TICKET TEXT**

Line 1:

Line 2:

Line 3:

Line 4:

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

Line 6:

**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

Line 6

**Please note the maximum**

**characters per line.**

**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.

**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. Email to ABT marketing director prior to event going on sale.

**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:

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**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 postponedABT 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

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\*\*24 Characters per line.\*\*

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