

The ticket should convey specific information of date, time, venue, parking and seat location to the patron. It should also be simple enough to be easily read by ushers at a glance.

List the name by which a patron is most likely to inquire of the event. Concert organizations would usually place the name of the ensemble here. Theater companies would most likely want to place the name or title of the production on this line. NOTE: The name of the Client name must be on one of the first three lines.

Fill in the blanks -- 30 characters max.

[illegible]

Generally used for text such as: “presents, presented by, featuring, in concert with, performing, etc.” It is not a requirement that the second line be linking or transition text. Concert organizations may choose to use lines two and three to list conductor and soloist or featured work. NOTE: The name of the Client name must be on one of the first three lines.

Fill in the blanks -- 30 characters max.

[illegible]

Concert organizations would usually place the name of the soloist or conductor here. Concert organizations may choose to use lines two and three to list conductor and soloist or featured work. Theater companies would most likely want to place the name of the Client on this line. NOTE: The name of the Client name must be on one of the first three lines.

Fill in the blanks -- 30 characters max.

[illegible]

Event date, please use 00/00/00 format.

Fill in the blanks

Event time, please use 0:00 AM (or PM) format.

Fill in the blanks

$$\begin{array}{|c|c|} \hline & \\ \hline \end{array} : \begin{array}{|c|c|} \hline & \\ \hline \end{array} \begin{array}{|c|c|} \hline & M \\ \hline \end{array}$$

ONLY AVAILABLE IF LINE SEVEN IS GENERAL ADMISSION. This line is best left blank but may be used to convey important performance information to the patron such as: "No late seating, No photography or recording permitted, etc.".

Fill in the blanks -- 30 characters max.

[illegible]

All theater events should be Reserved Seating. General Admission is only available if the Client can reasonably insure that the anticipated number of attendees will be significantly less than the capacity of the venue.

Choose one:

☐ Reserved Seating ☐ General Admission If general admission, list anticipated number of attendees:

TICKET ORDER FORM

STUB LINE ONE:

Venue. Choose one:

☐

CARPENTER HALL

☐

DUPREE THEATER

☐

SUITE 200

STUB LINES TWO & THREE:

Used to provide the patron with parking instructions.

STUB LINE FOUR:

Best if left blank. May be used to communicate important information to the patron such as: "No late seating, no seating after 7:55PM, no photography or recording, etc."

Fill in the blanks -- 14 characters max.

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STUB LINE FIVE:

Best if left blank. May be used to communicate important information to the patron such as: "No late seating, no seating after 7:55PM, no photography or recording, etc."

Fill in the blanks -- 14 characters max.

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STUB LINE SIX:

Used to place a code on the stub that will identify the performance after the stub is detached from the body of the ticket.

Name of Client's Ticketing Contact:_____

This person should be available during Box Office hours or available by cell phone or email.

Numbers:_____

Tickets should be placed "On-Sale" to the public 8 weeks prior to the event. Please submit this form 15 working days prior to the projected "On-Sale" date. The Client must proof tickets for errors. The signed proof sheet and facilities use agreement must be on file before tickets can be placed On-Sale to the public.

Would you prefer to:

☐

Pick up the ticket proofs in person.

☐

Have the proofs emailed:_____

Please provide a brief description of the event for Box Office Staff.

TICKET ORDER FORM

Please list all prices

All prices must be provided at initial set-up as price categories cannot be added after sales begin:

Student/Child/Senior Prices

Unless otherwise instructed, the following guidelines will apply:

- Child pricing applies for ages twelve (12) and under. Children under the age of two (2) do not need a ticket if they are sitting in an adult's lap. Over the age of two, children must be ticketed.
- Senior Citizen pricing applies to persons sixty-five (65) and older.
- Student prices apply with presentation of a valid student ID.

Variances to the above age guidelines must be discussed with the Box Office Manager prior to announcing the prices.

Price Checklist

Required attachments to this ticket order form:

- ☐ Seating charts with each price zone clearly marked for multiple price houses. Copies of seating charts are available from IAC Administrative offices or Box Office.
- ☐ A copy of all discount coupons along with date offered and method of distribution
- ☐ A complete list of any discount offers (Groupon, Facebook, Living Social, Goldstar, etc.) including restrictions on redemption.
- ☐ A promotion plan and advertising schedule. It is the client's responsibility to inform the Box Office Manager of final plans. If promotions require an adjustment in staffing, the client will be billed for additional labor.
- ☐ The facilities use agreement must be signed and on file with IAC before the event tickets can be placed on sale. Failure to make all payments as required will result in tickets being removed from "on-sale" status.

Box Office Hours/Phone Number/Web Address

Hours of operation are noon to 5 PM, Tuesday through Saturday and one hour prior to show start. The Box Office phone number is 972-252-ARTS (2787) and website: www.irvingartscenter.com. Please use this information for all printed materials and press announcements.

Completed Form

Please submit completed form and attachments to the IAC Box Office Manager by mail, email fax or in person. If you have any other concerns or questions, please contact:

Andy Pate , Box Office Manager
 Irving Arts Center
 3333 N. MacArthur Blvd., Suite 300
 Irving, TX 75062
apate@cityofirving.org
 (972) 252-4411 Box Office Administration ONLY; do not publish for sales information!