



BOX OFFICE SERVICES APPLICATION FORM

The Eastern Mennonite University Box Office seeks to provide quality ticket services for departmental programs. In order to best serve you, we require submission of the following information at least **two weeks** prior to the beginning date for ticket sales. **Any changes in venue or existing seating charts from previous years will take about four weeks to prepare.** (On a case by case basis) Please send this completed form to the EMU Box Office or submit it via email to boxoffice@emu.edu. Questions? Call x4663.

Sponsoring Department:

Contact information:

Name

Phone/Extension

Event or Performance Title:

Approximate program length: _____

Intermission? Yes _____ No _____

Event description/synopsis: (please attach any formal summaries)

Date(s):

Start Time(s):

Location:

Maximum Seating:

Seating restrictions: (obstructed view, reserved, etc)

Ticket Pricing (complete those fields that apply):

Adult _____ EMU Student _____ Non EMU Student _____ Faculty/Staff _____

Senior Citizen _____ Child _____ Price increase at door _____

Group rate _____ minimum number for group rate to apply _____

Any other rates: _____

Beginning Date for Sales: _____ **Last Date for Sales:** _____



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Comp Tickets: Yes No **(Comp ticket list must be attached to give comp tickets.)**
The regular Box Office rate of \$4.00/ticket also applies to any comp tickets

Special Show Performances (ie. Faculty/ Staff Free Night): Yes No

Details and Date:

Reporting: What reports would you like to request post event? (List of reports avail. upon request)

Updates on sales and or attendance: How often would you like to be updated on sales and attendance?

Weekly Monthly End of the Event

Department Account Number to which the Box Office should transfer funds: _____

Merchandise Sales at the Box Office: Yes No

Details and

Cost: _____

Special Requests: (we will do our best to work with you on your special requests)

Any publicity materials for your event are greatly appreciated and can be dropped off at the Box Office

Thank you for completing this form!