

Ticketing Information

- Performance Name: _____
- Performance Date & Start Time: _____
- Doors Open Time (this is optional—if you don't want to display this you do not have to):

- Performance Description (about a paragraph):

- Personalized Confirmation Message (this is optional and also usually about a paragraph long—this is where groups will share information or merchandise hyperlinks if they have them, but you do not have to do this if you don't have these links or would prefer the generic message):

- Assigned Seating: Yes No

- Price Specifics For Different Sections of the Theater (if assigned seating):

Orchestra Section (Left, Right, and Center): _____

Parterre Section (Left, Right, and Center): _____

Mezzanine Boxes: _____ *Balcony Boxes:* _____

Balcony: _____

- Seat Reservation Specifics (if you want to have any seats reserved or “held” for special guests or your family):

- Any Information About Discount Codes (this is optional, and these would be codes that would allow customers to get a discount off of your base price):

- Any Information About Comp Tickets (these would be completely free tickets that you would like me to issue to any of your sponsors, VIPs, volunteers, etc.):

- Additionally, I will need a performance image from you that is 1280x768px.
- Attached is a copy of the print-at-home ticket template, as well, which we can personalize with images that are the sizes listed on the template. This is completely optional.

If you would like to see any specific examples of the above information and how it has been done by other groups in the past, such as the “performance description” or “personalized confirmation message,” please don’t hesitate to reach out to the Office of University Events & Conferences.



4291955294

SECTION

ORCH_D

ROW

B

SEAT

403

Performance Name
Date
Show Time
Door Open Time
Location
Orch Left Center

PURCHASED BY: John Smith
PRICE: \$100.00
FEES: \$8.21
TOTAL: \$108.21

ADULT

ORDER ID: #167530875 TICKET COUNT: 1 OF 2



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ALL SALES FINAL NO REFUNDS / NO EXCHANGES

IMAGE #1
383 X 764 pixels

IMAGE #2
648 x 119 pixels