Ticketing Information

- Performance Name: _____

- Performance Date: _____ Start Time: _____

- Selected Venue: _____

- 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): _____

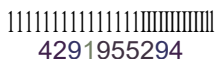 *Mezzanine Boxes:* _____ *Balcony Boxes*: _____

  Balcony: _____

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

  _____

  _____

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

  _____

  _____

- 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):

  _____

  _____

- 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.

SECTION

ORCH_D

ROW	SEAT
B	**403**

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

PURCHASED BY: John Smith
PRICE: S100.00
FEES: 58.21
TOTAL: S108.21

ADULT

ORDER ID: #167530675   **TICKET COUNT:** 1 OF 2

@tix

4291955294