

PERFORMING ARTS TICKETING INFORMATION SHEET

Title of the Performance: _____

Type of Event: Meeting Lecture Graduation Performance

Performance: Musical Theatre Theatre Instrumental Music (Type) _____

Dance

Performance Venue Location:

PAC Theatre Navajo Room Heap Gym Red Mtn.

Performance Time: _____ Performance Date: _____

Assigned Seating General Admission Seating

Fundraising Event: Circle One Yes/No Free Event: Circle One Yes/No

Event Pricing: General Public \$ _____ Military \$ _____ Staff \$ _____

Students \$ _____ Senior \$ _____ Alumni \$ _____ Child \$ _____

Group (10 or More) \$ _____

Purplepass charges a ticket fee per ticket. The following is a message from Purplepass:

“Service fees are 5.5% + \$0.99/ticket. The exact amount charged for a given ticket is based on \$5 increments. So for example, any ticket priced between \$10.00 to \$14.99 will have the same fee. The system also takes into consideration credit card fees to cover the processing any additional add-ons such as Facility Fees or Sales Tax.”

Do you want to pass that fee on to your customers? Yes/No

If No, the group responsible for the event will be absorbing the cost. What will happen is Purplepass will take the amount owed to them for the fee off the top and then send you a check for the remainder of the profit for the event.

If you would like an image attached to your event. Please send in website format (300 x 300 and 100 dpi resolution) to marisa.estrada@mesacc.edu.

Special Reserve Seats/Kill Seats: Yes/No

If so, How many and where?

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Event Description: This is the description that will be posted online for our patrons to see.

Event Activity Coordinator: _____

Event Coordinator Contact Email: _____

Venue Manager Contact Info: _____

Performing Arts Venue use only:

If Rental, Approved by Executive Coordinator of Cultural and Performing Arts: _____

Approved by Venue Manager: _____

For Box Office Use: Which Deposit sheet should be used? External Fund Report/ Regular Deposit Slip

Emails Sent to Box Office Event Staff: Yes/No

Created in Purplepass by: _____