

BARTLESVILLE COMMUNITY CENTER TICKET & EVENT INFORMATION FORM

GENERAL INFORMATION

Name of Presenter: _____

Title of performance/event: _____

Date(s) of show: _____

Time(s) of show: _____

House Open at: _____

Programs/ Booklets to be handed out at performance/ event: yes no

Length of performance: First half _____ Intermission _____ Second half _____

Is this performance appropriate for children: yes no

Will photography be allowed: yes no

Please note any restrictions, i.e., no flash: _____

Will videography be allowed: yes no

Pre – Show: yes no

Details: _____

TICKET SALES

On sale date & time: _____

(The contract must be signed before tickets can go on sale)

Are there presales for any particular group? yes no

Details: _____

Venue: Auditorium Studio Theater Community Hall Other _____

TICKET PRICES

Price Scale: Reserved (1 tier) BSO scale (3 tier) Bway scale (4 tier) Other _____

Please note ticket prices in whole dollar amounts **before** BCC \$6.00 handling/ facility fee (please leave blank if category does not apply)

Adult *amount** _____

Student *amount** _____ *ages* _____

Child *amount** _____ *ages* _____

Senior *amount** _____ *ages* _____

DISCOUNTS & VOUCHERS

Group discounts : yes no

Number in group _____ amount of discount \$ _____ or _____ %

Other discounts: yes no

Details: _____

Vouchers: yes no

Please provide copies of all coupons/vouchers prior to ticket on sale date**

Voucher verbiage needs to be approved by the BCC Box Office Manager

SEAT HOLDS

Sightline limitations: yes no

Details: _____

Seating restrictions: yes no

Details: _____

Videographer: yes no

Details: _____

You must block at least a portion Row A if you have a videographer in the pit.

You must block an entire row of seats if you have a videographer in the audience.

Comp Holds: yes no

*Please provide a detailed list***

PLEASE PROVIDE:

- Image or logo
- A brief description of your performance/ event

Please send these items by email to enterkin@bartlesvillecommunitycenter.com along with this form.

This info will be used on the box office website and in our event calendar.

Any additional information that needs to be included on the pre/post show survey? yes no

Details: _____

CONCESSIONS:

The BCC partners with the Price Tower to provide concessions at the discretion of the presenter. Please check all that apply to your event/ show. Concessions will be available before the show and during intermission.

Pop & Water yes no

Adult Beverages (Beer & Wine) yes no

Light Snacks yes no

ADDITIONAL INFORMATION

PRESENTER CONTACT:

Name: _____

Email: _____

Phone(s): _____

Signature: _____

Date: _____