

# TICKET PRINTING REQUEST

EVENT PRESENTER: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

EVENT DATE/S & TIME/S: \_\_\_\_\_

GENERAL ADMISSION: \_\_\_\_\_ **OR** RESERVED SEATING: \_\_\_\_\_

YOU WILL NEED TICKETS FOR: FLOOR LEVEL \_\_\_ BALCONY LEVEL \_\_\_ BLEACHER SEATING \_\_\_

*289 tickets (reserved or general) 151 tickets (reserved or general) 60 tickets (general admission only)*

(IF YOU SELECT RESERVED SEATING, PLEASE INDICATE IF THE BALCONY WILL REMAIN GENERAL ADMISSION)

REGULAR/ADULT TICKET PRICE: \_\_\_\_\_

CHILD TICKET PRICE: \_\_\_\_\_ (Children \_\_\_\_\_ and under)

STUDENT TICKET PRICE: \_\_\_\_\_ (High School \_\_\_\_, UGA \_\_\_\_, Any College \_\_\_\_)  
(Check all categories that will apply to this rate)

SENIOR PRICE: \_\_\_\_\_ (Senior \_\_\_\_\_ and over)

OTHER/DISCOUNTED PRICE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CHECKS MADE OUT TO: \_\_\_\_\_

VISA/MC SALES: \_\_\_\_\_ YES \_\_\_\_\_ NO (\*please refer to #3 on the back of this form and sign)

PREFERABLE DATE TO BEGIN TICKET SALES: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PHONE NUMBER/S: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

*Office Use Only*

Received by	Date Received	Printing Date	Sales Begin on
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1. As your ticket printer we ask that after your tickets are printed we either release them all to the presenter, or that we become the sole ticket vendor.
2. The Morton Theatre Box hours are weekdays from 10:00 a.m. to 1:00 p.m. and again from 3:00 to 6:00 p.m.
3. The Morton Theatre accepts cash and checks only. We can manage credit card sales at no cost to the presenter. The Box Office will charge the patron a \$2.50 service fee for the use of their Visa or Mastercard. Income collected through credit card sales will be deducted from the final bill at time of settlement.
4. The Morton Box Office works mostly on a point-of-sale basis. If your organization requires reservations, please note that the box office will only hold reservations up to 6:00 p.m. on the evening before the first show. This allows the box office an opportunity to sell unclaimed tickets for one full business day.
5. For your posters, flyers, and other P.R. related items: The Morton Theatre is spelled with an "RE." The building's physical address is 195 West Washington Street, Athens, Georgia 30601. If you would like to provide the theatre's phone number as a contact for information, please use our Events Line number (706) 613-3771. This is also the number people should call for ticket information. If the Morton Theatre Corporation is co-sponsoring or co-presenting your event, specific phrases and logos should be attached to all of your promotional materials and programs.
6. The Morton Staff will process tickets, pull seats and place into envelopes with patrons' names and show information. These tickets will be available for pick-up by the patron during normal box office hours or the night of the performance if paid.
7. The Morton Box Office will reconcile ticket sales beginning at 6:00 p.m. on the evening of your first performance (or the Friday before if your event opens on a Saturday or Sunday). We will surrender all tickets, funds, and reports to the presenter. Your organization will need to staff the box office for the run of the event. If you require box office assistance, we can contract out staff for \$14/hour. Special arrangements will be made for Thursday night openings, with sales to resume all day Friday.
8. Please submit your ticket request to the Administrative Office as soon as possible. If ticket stock must be ordered, tickets may not be available for sale on your requested date.

### **RATE STRUCTURE**

\$25 per production fee for processing tickets

10¢ per printed ticket

\$2.50 per transaction for credit card orders (charged to patron)

*I have read the preceding information and agree to the terms.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date