



Attachment 3 – Ticketing Services Request Form
As of 4/29/10

Please print and complete both sides. Tickets may be printed for sale a minimum of five business days following a fully executed rental agreement package. All tickets must be printed by the FMU Performing Arts Center. Tickets not printed by the FMU Performing Arts Center will not be honored.

Organization Name: _____ Phone: _____

Contact Person: _____ Email: _____

Event Title: _____
(as it should appear on the tickets – 32 character maximum including spaces)

Venue: _____

Performance Date(s): _____ Performance Start Times: _____

Description of the event: (25 words or less – to be posted on our website)

Is this performance appropriate for all ages: yes no If no, what age range:

All ticketing must be managed by the FMU Performing Arts Center Box Office. There is a \$3 processing fee on all tickets printed. There is an additional \$1.50 shipping/handling fee for all tickets mailed. There is an additional \$3.50 ticket fee for all online ticket purchases.

Ticket Selling Options:

- 1. The Box Office will sell all of your tickets via internet, phone, mail, and in person. (The Renter can choose to embed the \$3 processing fee in the price of the ticket OR they can pay that fee as part of their final invoice.)
2. The Renter picks up all of the tickets for the event in advance and distributes them to their patrons. (Under this option the Renter must pay the \$3 processing fee at the time the tickets are acquired.
3. The processing fee is Non-Refundable

Ticket Information

Requested ticket sales start date? _____

Will event be Reserved or General Admission? _____

Will you be issuing complimentary tickets? _____ If so, how many do you need held? _____

House structure and ticket prices: _____

Are there any specific seats you wish to put on hold? _____

Promotions or discounts available: _____

Exchange policy (if applicable): _____

For your information:

- 1. No changes can be made once ticket prices are set and tickets are printed.
2. All deposits and payments must be in cash, check, or money order (payable to Francis Marion University)
3. FMU Performing Arts Center will retain 4 house seats to be used at their discretion

Signature of Renter: _____

Contract Executed: _____ Deposit Received: _____ Date Form Received: _____

Date Processed: _____ Box Office Representative: _____

Audience Services Information

***All events must be staffed by our audience services personnel.**

***Food and drink are not permitted in the venues at any time.**

Contact Person (during the event): _____

Estimated Running Time: _____ Estimated audience size: _____

What is your late seating policy? _____

Will there be an intermission? _____ *Standard intermission is 15 minutes.*

Will the performance be videotaped? _____yes _____no

Approval forms signed and submitted? _____yes _____no

Number of video cameras taping: _____

Will there be press photographers? _____yes _____no

Approval forms signed and submitted? _____yes _____no

Is the taking of photos permitted during the performance? _____yes _____no

How many photographers will be present for the event? _____

All photos during the performance must be taken in a location specified by the House Manager.

Will you be supplying a program to be distributed? _____yes _____no

Date program is to be delivered to the Center: _____

Will there be merchandise sales? _____yes _____no

***Commission rates are 20% of gross sales when staffed by non-Center personnel and 25% when staffed by Center personnel.**

***See section 2I of Scheduling and Usage Policies for additional guidelines concerning merchandise sales.**

Merchandise to be sold: _____

Merchandise to be staffed by: _____non-Center _____Center personnel

When will merchandise be delivered? _____

Please note: when the event requires that the Box Office must remain open longer, beyond 30 minutes past start time (due to circumstances caused by the Renter), a fee of \$10/hour per staff member (above and beyond their hourly rate) will be added to the Renter's final invoice.

Accessibility:

All rental users are required to comply with federal and local laws and regulations that apply to the Center. Accommodations must be arranged at least 2 weeks in advance of the event through the Director of the Center.

Ticketing Services Contact Information:

Ticket Office Phone: (843) 661-4444

Web Address: www.fmupac.org

Signature of Client: _____

Phone: _____ Date: _____ Email: _____