Ticketing Services Request Form
As of 7/1/19

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: ____________________________

Header 1: ________________________________________________________
(Name of Organization - 21 character maximum including spaces)

Header 2: ________________________________________________________
(Co Sponsor Name or “Presents” - 26 character maximum including spaces)

Header 3: ________________________________________________________
(Name of Event - 30 character maximum including spaces)

Header 4: ________________________________________________________
(Overflow if needed - 29 character maximum including spaces)

Venue: ________________________________________________________________________________________

Performance Date(s): ___________________________ Performance Start Time: __________

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 Ticket 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.

The Ticket 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.)

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 6 house seats to be used at their discretion.

Signature of Renter: __________________________________________

Contract Executed: ____________________ Deposit Received: ____________ Date Form Received: ____________

Date Processed: ____________________ Box Office Representative: __________________________________________

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**Audience Services Information**

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

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 20 minutes, unless otherwise agreed.

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

Merchandise to be sold: __________________________________________________________________________

Merchandise to be staffed by: ____________non-Center ____________Center personnel

When will merchandise be delivered? __________________________________________________________________________

*Commission rates are 15% of gross sales when staffed by non-Center personnel and 20% when staffed by Center personnel. *See section 2I of Scheduling and Usage Policies for additional guidelines concerning merchandise sales.

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.

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**Ticketing Services Contact Information:**

Ticket Office Phone: (843) 661-4444

Web Address: www.fmupac.org

Signature of Client: __________________________________________

Phone: ____________________ Date: ____________________ Email: ____________________

*Please attach and include any additional information as needed*