

**CAPITOL CIVIC CENTRE
TICKET PRINTING INFORMATION**

- A. Presenting Group: _____
 B. Show title (22 spaces or less) _____
 C. Date of Performance(s): _____
 D. Time of Performance(s): _____
 E. Length of Performance: 1st Half _____ 2nd Half _____ (Intermission is usually 15-20 minutes).

F. Ticket Prices	<u>Adult</u>	<u>Student (Age: _____)</u>	<u>Series</u>	<u>Sr. Citizen</u>
Gold Circle (264)	_____	_____	_____	_____
Main Floor (489)	_____	_____	_____	_____
Mezzanine (86)	_____	_____	_____	_____
Balcony (299)	_____	_____	_____	_____
Box (16)	_____	_____	_____	_____

Please Note that the 5% WI Sales Tax and \$2.00 Preservation Fee will be added to the cost of all tickets. Tickets purchased online will have the tax and preservation fee already added.

- G. Do you authorize a 10% group discount for groups of 20 or more? Yes _____ No _____
 H. Will any other special coupons or discounts be used for ticket purchases? Yes _____ No _____
 I. Do you require contract seats? If so, how many and where? _____
 J. Do you require sound/light seats? If so, how many and where? _____
 K. Contact(s) for ticket sales: _____

Phone: _____

Email: _____

(This person[s] is the only one that can request a ticket count)

- L. Date tickets go on sale: _____
 (A two week notice is required in order to get tickets up on the computer)
 M. Indicate additional information or a description about your performance: **This is very important for us to be able to include on our website.**

NOTE: Please give the Box Office Manager 24 hours advance notice when coming in to pick up complimentary tickets or tickets being checked out to sell at another location.

I have read the ticket printing information form and filled in the appropriate information as it pertains to my show.

_____ (Name) _____ (Date)

FOR OFFICE USE ONLY: To Box Office _____ To Marketing _____ To File _____