



REVA AND DAVID
LOGAN
CENTER FOR THE ARTS

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Box Office Services for Student Organizations

STEP 1: Choose the option below that best meets your needs

Option # 1: Advanced Ticket Sales Only

- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm and Mon-Fri, 12pm to 6pm during the summer), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- Will Call tickets will be printed and compiled for you 2 hours prior to the show by the box office staff.
- During the night of the show, box office can print for you any unsold tickets for you to sell at your event (*after the first 100 tickets printed per event, there will be a \$.05 fee per ticket printed.*)
- A final sales report will be provided to you after your event.

Option # 2: Advanced Ticket Sales and Will Call Services (For events at Logan Center)

- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- During the night of the show, box office staff will sell your tickets and process Will Call up until show time and a report of final ticket sales will be provided after the event.

Cost for ANY of the above options: 3% of total ticket revenue sold by the Logan Center Box Office (Can be paid after event)

Additional Cost for Option 2: Outside of regular box office hours, there will be a \$18 fee per person/per hour for box office staff. (Can be paid after event)

Option # 3: Ticket Printing Only

- The box office will not sell any of your tickets.
- Your desired number of tickets will be printed for pick up, sales and distribution on your own.

- **Cost for Option 3:** \$.05 per printed.

STEP 2: Fill out the “Ticket Sales Request Form” or “Ticket Printing Request Form” and submit via email to Josh Johnson, Box Office Manager at jjohnson897@uchicago.edu

What if our event is free?

-We can set up a RSVP event/Free performance in our ticketing system at no cost.

Can we print tickets with the box office without having the box office sell them for us?

-Yes. But anything more than 100 tickets will incur a \$5 fee per 100 tickets printed.

How does my organization pay the box office fee?

-At the end of your show's run, communicate with Josh Johnson to pay the agreed upon fee by the end of the next business day.

How can I reserve space in the Logan Center for an event?

-Email loganops@uchicago.edu for space reservations, rates and availability.

Where can I find the forms that my organization needs to fill out?

-The forms can be found online here: <http://arts.uchicago.edu/uchicago-arts-box-office>. You can request them via email by contacting Josh at jjohnson897@uchicago.edu.

Where can I find information on the venues in the Logan Center?

-On the website, in person at the Box Office, or email loganops@uchicago.edu.

Will the box office provide house staff (ushers, house managers) with the 3% fee?

-No. You are responsible for providing ushers and house staff for your event. If you are performing at the Logan Center, you can speak with the Logan Center Operations Staff to inquire about hiring additional Front of House Support for your event.

What kinds of payment does the box office accept?

-The box office accepts cash, checks (Payable to: The University of Chicago), and all four major credit cards.

What are the box office hours?

Tuesday-Saturday from 12pm-6pm (*with extended hours on dates of a performances*). These hours change to Monday-Friday from 12pm-6pm during the summer.

How far in advance should I get my event information to the box office?

Information is required a minimum of two weeks before the event is to go on sale. More time is appreciated if possible.

As a student organization, are we required to use the box office?

-No, the box office is a resource available to student organizations, but you can still ticket your own events if you wish.

How do our patrons receive their tickets?

-Typically most student organizations choose "Will Call" for all of their advanced ticket purchases. The box office will provide you with all of the tickets purchased on the day of your event to distribute to your patrons at the door. We are also able to mail tickets to your patrons as well provide they are purchased a minimum of 2 weeks in advance. We also offer "Print At Home" tickets as a delivery option as well.

-The default for student events is "Will Call" only. If you wish to take advantage of "Print At Home" or Mail for ticket delivery methods, be sure to inquire about this when submitting your event.