



REVA AND DAVID
LOGAN
CENTER FOR THE ARTS

University of Chicago
915 East 60th Street
Chicago, Illinois 60637
T: 773.702.ARTS | F:773.834.0864
logancenter.uchicago.edu

Box Office Options and Fees

Option # 1: Advanced Ticket Sales Only

- 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 daily at 10am or as requested.
- Will Call will be printed and compiled for you to collect no later than 2 hours prior to the show by the box office staff.
- On the day of the show, box office can print any unsold tickets for you to sell at your event.
- A final sales report with your patron's contact information will be provided to you after your event.

Option # 2: Advanced Ticket Sales and Will Call Services*

- 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 daily at 10am or as requested.
- During the night of the show, box office staff will sell your tickets at the Logan Center and process Will Call up until show time and a report of final ticket sales and your patron's contact information will be provided after the event.

****For events at the Logan Center only***

COSTS:

Cost for ANY of the above options: 5% of total ticket revenue sold by the UChicago Arts Box Office as well as a one-time \$50 Event Set Up Fee (Will be subtracted from funds transferred)

Additional Cost for Option 2: Outside of regular box office hours, there will be a \$15 fee per person/per hour for box office staff. (Will be subtracted from funds transferred)

Box Office Frequently Asked Questions:

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. There is still a \$50 event set up fee and a charge of \$.05 per ticket. If we are selling your tickets and you'd like additional tickets printed for you to sell independently, we can print up to 100 at no additional charge. Beyond that the \$.05 per ticket fee still applies.

How does my organization pay the box office fees?

-At the end of your show's run, your funds will be distributed to you, minus the cost of using box office services.

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

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

How can I access current sales information from the box office, prior to the opening?

-A daily sales report will be set up and emailed to you automatically as soon as your tickets begin selling. If you need additional information, contact Josh Johnson, Box Office Manager at 773-834-7521 or at jjohnson897@uchicago.edu

Does the box office sell tickets for events not occurring in the Logan Center? What off site accommodations will the box office offer?

-The box office can sell tickets/take RSVPs for various events on campus at any location. However, we can not run the Box Office/Will Call for organizations at your site outside the Logan Center on the night of your event(s).

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 and open later during performances. During the summer months, the box office hours are Monday-Friday from 12pm-6pm.

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

Information is requested a minimum of two calendar weeks before your event goes on sale. More time is appreciated if possible.