



915 East 60th Street  
The University of Chicago  
Chicago, Illinois 60637  
[logancenter.uchicago.edu](http://logancenter.uchicago.edu)  
773.702.ARTS

## UChicago Arts Box Office Ticket Sales Request Form (Student Organization)

### General Information

Organization:

Main Contact Name:

Email:

Phone:

Second Contact Name:

Email:

Phone:

Advisor:

Date/Time of the ticketed Event(s):

Event Venue/Space Location:

Event Title and Description:

Ticket Prices:

*(Student/General Admission/Adult/Child etc.)*

Run time of Event:

Is there an Intermission:

Link to event details for more information:

Age appropriate for:

*(i.e. "Appropriate for ages 12 and up")*

Total Capacity for Event:

Seat Break Down:

*(General Admission versus Reserved. If reserved, please specify a seating configuration.)*

## Ticket Prices:

*(Student/General Admission/Adult/Child etc.)*

## Event Images for Box Office website:

*(Please attach the following as jpeg's for your event listing on our ticketing website.)*

**The small thumbnail image displayed on the homepage is 300 wide x 200 pixels tall (required)**

The slideshow/galleria image at the top of the page is 850 wide x 340 pixels tall (optional)

## When do you want your tickets to go On-Sale:

*(Is this the same for online sales and in person sales or does this time/date differ?)*

## Will the UChicago Arts Box Office be selling 100% of your tickets or will you be selling a portion of your own tickets outside of our box office?

*(If you plan to sell a portion of the tickets on your own please discuss the parameters of this arrangement with the box office manager prior to tickets going on sale.)*

## Complimentary Seat holds?

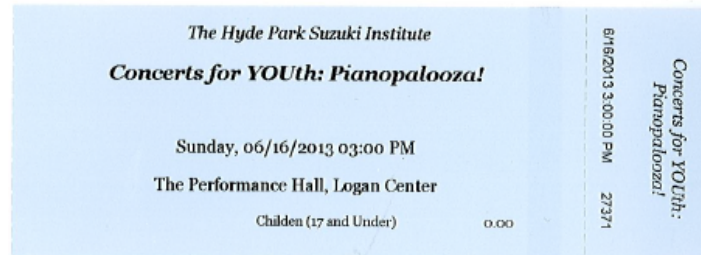
*(Please provide how many seats you'd like held from public sale for Press, VIP, Staff, etc. All complimentary ticket lists must be provided to the box office by 12pm on the day of the performance.)*

## Any requirements of Box Office Staff on the night of the event:

*(Which box office option do you select? Please note that additional charges apply for box office staff provided outside of our normal business hours of Tuesday-Saturday, 12pm-6pm.)*

## Ticket design

*(Is there any additional details you wish to have printed on the ticket beyond what is featured on the sample below?)*



## Confirmation Letter/Email

*(Please note any specific information you'd like to add for your event.)*

## Ticket Delivery Options

*(Please circle the delivery options you'd like to offer patrons for the tickets to your event. If "MAIL" tickets can be mailed if purchased a minimum of 2 weeks prior to the performance. If "PRINT AT HOME" please note that this is not recommended for General Admission events as it is difficult to prevent multiple printings of a G.A. ticket. If you are not concerned about this potential issue or your event is Assigned Seating, "Print At Home" tickets are recommended. "Will Call" is always available by default and allows patrons to pick their tickets up at the Box Office on the date of the event.)*

Mail

Will Call

Print At Home

Post Show

Account # to transfer funds to:

Ticket sales updates and Post-show Reports

*(Once your event is "On Sale" you will begin receiving a daily sales report via email.)*

Who should the daily sales reports be sent to (if different or in addition to main contact above)?

Would you like to receive your patron's contact info after the event(s)?

*(This would include name, address, phone and email)*