



REVA AND DAVID  
**LOGAN**  
CENTER FOR THE ARTS

915 East 60th Street  
The University of Chicago  
Chicago, Illinois 60637  
**logancenter.uchicago.edu**  
773.702.ARTS

## UChicago Arts Box Office Ticket Sales Request Form

### General Information

Main Contact Name:

Organization/Department:

Email:

Phone:

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:

Age appropriate for:

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

Total Capacity for Event:

Seat Break Down:

*(General Admission or Reserved Seating.)*

Event Imagery 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 300x200 pixels (required)**

**The slideshow/gallery image at the top of the page is 850x340 pixels (optional)**

What date would you like your tickets to go On-Sale:

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



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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.)*

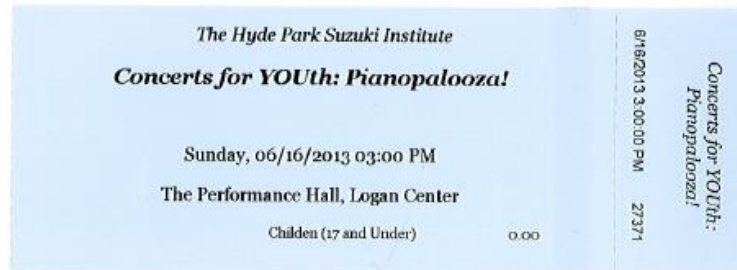
Box Office Model Selected:

*(Please review the box office model options and notate which option you wish to utilize for your event. Please note that additional charges apply for box office staff provided outside of our normal business hours of Tuesday-Saturday, 12pm-6pm. See the Box Office Models document for more details.)*

Any other notes regarding this event or box office needs we need to know about?

Ticket design

*(Is there anything specific other than show name, date, time, venue and seat location that you would like printed on the tickets?)*



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. "Hold at Box Office" is always available by default and allows patrons to pick their tickets up at the Box Office on the date of the event.)*

Mail

Hold at Box Office

Print At Home



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### Post Show

Account # to transfer funds to:

*(If you are not a University Organization please ignore.)*

### 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)?