



TICKET SET-UP

Please return completed form to:
Maria Sahakian, Marketing & Events Manager
116 West California Ave., Glendale, CA 91203
Tel: (818) 243-2611 ext. 16 Fax: (818) 241-2089

If you have any questions regarding completing this form or preparing your event to be placed on sale, please contact

Judith Baker, Box Office Manager at (818) 243-7700 extension 216

Event Information:

Please print clearly and fill out all of the applicable information.

Event Name		
Performance Date(s)	Performance Time(s)	On Sale Date
Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Musical <input type="checkbox"/> Drama <input type="checkbox"/> Comedy <input type="checkbox"/> Meeting <input type="checkbox"/> Dance <input type="checkbox"/> Other _____		
Approx. Length of Performance: hr min	Will there be an intermission? * <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?	
Please indicate language of performance / event: <input type="checkbox"/> English <input type="checkbox"/> Armenian <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____		
Suitable Ages: <input type="checkbox"/> Any Age <input type="checkbox"/> 6 Yrs Old + <input type="checkbox"/> 18 Yrs Old + <input type="checkbox"/> Adults Only	Is photo/video recording by patrons allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be filming the performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you anticipate killing seats for camera positions? <input type="checkbox"/> Yes <input type="checkbox"/> No		

* The Licensing Agreement requires that performances will have an intermission of at least twenty (20) minutes in duration unless other wise agreed to in writing by the Alex Theatre.

Ticket Information:

TICKET AVAILABILITY – Tickets will be placed on sale through the Alex Theatre box office window, the Alex Theatre phone room at 818-243-2539, and on the Alex Theatre Web site at www.alextheatre.org. Patrons will be charged additional handling fees when purchasing tickets by phone or on the Alex Theatre Web site.

SEAT NUMBERING – Each level of the Alex Theatre is divided into a center section of seats and two side sections located on either side of the center section. The seats in the center section have three-digit, consecutive numbers (e.g., 101, 102, 103...). The seats on one side section are one- or two-digit odd numbers (e.g., 1, 3, 5...) and the seats on the other side section are one- or two-digit even numbers (e.g., 2, 4, 6...). Please make sure all persons/outlets selling consignment tickets for you are aware of how the seats are numbered.

HOUSE SCALE – On the attached seating chart please designate the scale of the house for your event. Please draw a square around each seat section and print the dollar amount of the tickets located in that section inside the square. **Attach the completed seating chart to this form.**

USER FEE – Per your Licensing Agreement, each ticket sold with a regular face value of \$10.00 or more is assessed a \$1.00 User Fee which is used to underwrite restoration and capital projects at the theatre. This fee should be added to the price of your tickets and will be deducted from the gross box office receipts at the time of your settlement. **Please incorporate the \$1.00 User Fee into your ticket pricing below.**

TICKET PRICES – Please list all of the ticket prices for this event: General Admission Reserved Seating

ORCHESTRA	ALEXANDER TERRACE	BALCONY
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$

NOTE: The Alex Theatre recommends that you limit the number of ticket prices for your event to no more than five.

