

**Meany Hall for the Performing Arts
TICKETING PLAN**

The ticketing plan described below must be completed by renter and approved by Meany Hall prior to the selling or distribution of any tickets in accordance with section 7 of the Rental Agreement. In addition renter must provide Meany Hall with City of Seattle Admission Tax documentation prior to selling or distribution of tickets.

Name of Event: _____ Date of Event: _____

All tickets must show presenter, event name, event date and time, theater name and address, established price, service charge and admissions tax if applicable, and total price on both ends of a perforated ticket. See Seattle Municipal code 5.40.060 at <http://www.seattle.gov/rca/taxes/ADMITAX/AdmissionsTax.htm>

1) Four ticketing options are listed below. Determine which one best fits your event and complete the appropriate section.

Option 1 – General Admission

- Additional format requirement: If priced by section, tickets must be color coded or the section row numbers must be printed on ticket.
- If using Price by Patron Type (i.e. general public, seniors, students, etc) describe specifics:

- If using Price by Theatre Section, define section using seating chart on next page and give specifics:

- If using Price by Date (i.e. early bird, advance, day of event) describe specifics:

Option 2 - Reserved Seating (specific seat, each ticket)

- Additional format requirement – Reserved tickets must show the door letter, row letter and seat number, price and date of event on both ends of the perforated ticket.
- If using Price by Patron Type (i.e. general public, seniors, students, etc.) describe specifics:

- If using Price by Theatre Section, define section using seating chart on next page and give specifics:

- If using Price by Date (i.e. early bird, advance, day of event) describe specifics:

Option 3 – Free

- With Ticket Without Ticket (please check)
- Cannot print or distribute more than venue capacity.

Option 4 - Conference/Other

- Please describe process and pricing. _____

2) Proposed Date tickets go on sale: _____ Ticket Vendor/Printer: _____

3) Plan for advance tickets sales (i.e. vendor, locations, on-line, phone sales – give all pertinent information):

4) Staffing for night-of-show Box Office will be: Renter’s staff/volunteers Outside Ticket Vendor (please check)

If using an outside vendor, give vendor name, contact and phone #: _____

5) Re-Entry Policy: Ticket stub Hand Stamp No Re-Entry (must be printed on ticket) (please check)

6) Organization contact information for patrons who need disability accommodations:

7) Ticket Example:

8) Your proposed ticket design: (please affix)

Neverland Productions <i>presents</i> PETER PAN	Peter Pan June 4, 2011 7:30 PM
Meany Hall, UW Campus 15th Ave NE & NE 40th St	General Admission
June 4, 2011 7:30 PM \$35.00 General Admission	Price: \$35

Seating chart also available on-line at: <http://depts.washington.edu/meany/docs/meanyseating.pdf>

