



BOX OFFICE SERVICES FORM

STEP 1: EVENT INFORMATION (FOR WEBSITE/TICKETING)

Name of event: _____

Presented/Produced by: _____

Type of Event: Concert Musical Drama Comedy Meeting Dance
 Other: _____

Public On-Sale Date: _____ Time: _____ AM PM

STEP 2: EVENT DESCRIPTION AND PHOTO

Please email the following to Graci Melbourne, Box Office Manager, at gmelbourne@paramountabilene.com:

- A full, public-facing event description
- Minimum one (1) promotional image for your event

STEP 3: EVENT CONTACT FOR TICKETING/SETTLEMENT

Ticketing Contact Name: _____ Title: _____

Email: _____ Primary phone: _____

Name of individual authorized to receive settlement: _____

Address: _____

STEP 4: PERFORMANCE DATES AND INFORMATION

Performance Date: _____ Start time: _____ AM PM

Performance Date: _____ Start time: _____ AM PM

Performance Date: _____ Start time: _____ AM PM

Performance Date: _____ Start time: _____ AM PM

Approximate Length of Performance: _____

Number of intermissions/breaks: None One Two Three

Length of each intermission: One _____ Two _____ Three _____

Suitable ages: All ages 6 + 14 + 18 +

Is photo/video recording by patrons allowed? Yes No

Will you be filming the performance? Yes No

Any other notices to patrons you would like to mention? (Use of strobe lights, fog or haze, content warnings, etc.): _____

SEATING NUMBERS BREAKDOWN

ORCHESTRA	316
ORCHESTRA RING	218
REAR ORCHESTRA	92
LOWER BALCONY FRONT	105
LOWER BALCONY REAR	140
UPPER BALCONY FRONT	102
UPPER BALCONY REAR	102
BALCONY REAR	56
TOTAL	1131
ACCESSIBLE SEATING (included in 1131 total)	6 wheelchair spaces, 6 adjacent companion seats

STEP 5: TICKET PRICING

Seating Type: General Admission Reserved Seating

Admission free under the age of: _____

Will you offer VIP tickets?: Yes No *If yes, fill out the section below.*

VIP TICKETS

(Skip if not offering VIP)

What method are you using for VIP tickets?

A separate pricing tier/selection of seats

- Fill in the VIP Price Tier below and indicate which seats you'd like to designate as VIP on the seating chart on the next page.

An add-on package

- Add-on Price: _____

Other (describe): _____

****NOTE ABOUT TICKETING FEE** - Each ticket is assessed a Ticketing Fee of \$3.00 or 10% of the ticket cost, whichever is higher. This fee will be kept by the Paramount, with you keeping the entire ticket price. ***Please DO NOT incorporate the Ticketing Fee into your ticket prices below.***

General Admission Pricing		Reserved Seating Pricing (before Ticketing Fee)	
Adult	\$	Orchestra	\$
Student	\$	Orchestra Ring	\$
Senior	\$	Rear Orchestra	\$
Military	\$	Lower Balcony Front	\$
Other (please describe)	\$	Lower Balcony Rear	\$
		Upper Balcony Front	\$
		Upper Balcony Rear	\$
		Balcony Rear	\$
		VIP	\$

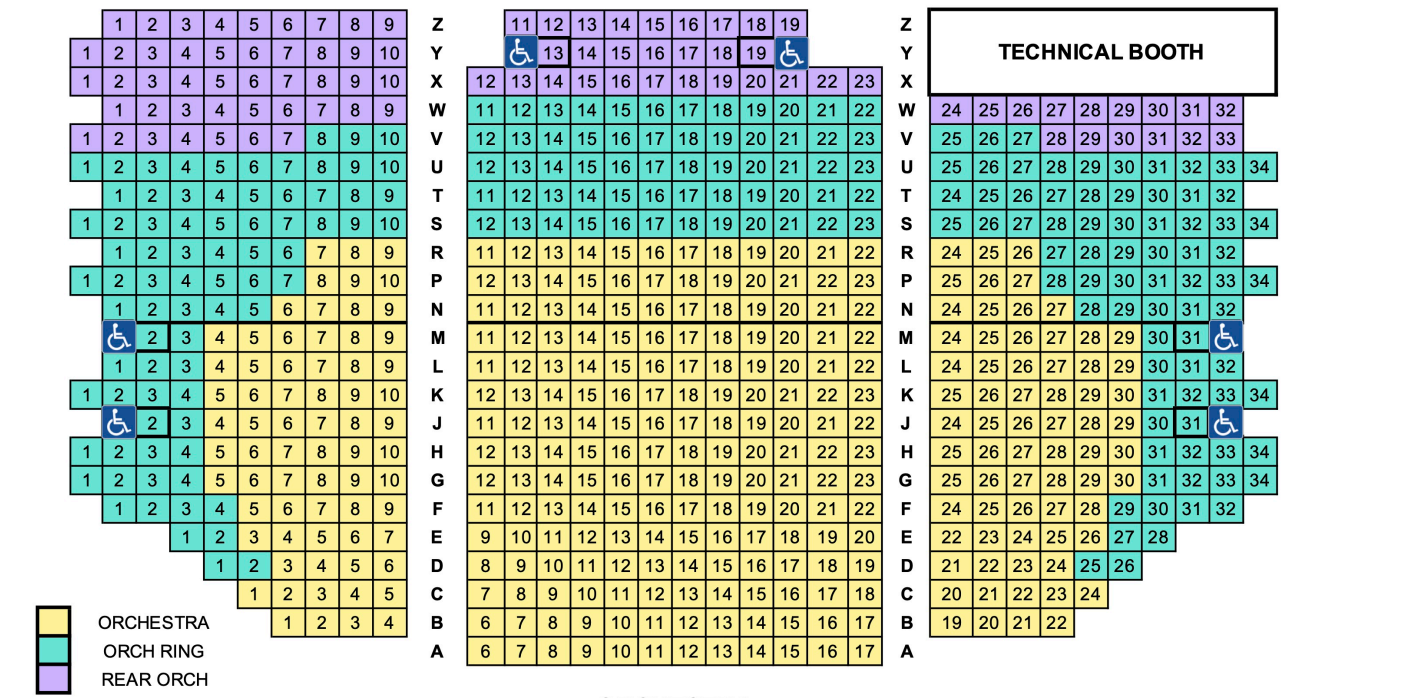
STEP 6: KILLS/HOLDS/VIP SEATS

On the seating chart below, please **1)** indicate any seats you wish to kill or hold for any reason and **2)** clearly label each kill or hold with their purpose (artist/management comps, marketing, sponsors, etc.). **If you are offering VIP seating, please indicate which seats you'd like to reserve.** Please initial and date at the bottom left when you're finished.



BALCONY
 Balcony overhangs to Row N of the Orchestra

LOWER BALC FRONT UPPER BALC FRONT
 LOWER BALC REAR UPPER BALC REAR
 BALCONY REAR



Initial: _____ Date: _____