Ticket Printing Request Form

Complete and return to:  
Paul Cotter, Box Office Manager  
NCPA, Roberts 301  
Rhode Island College  
600 Mt. Pleasant Ave.  
Providence, RI 02908

Questions?  
Email - pcotter@ric.edu  
phone - (401) 456-8388

Box Office info  
Hours: M-F 10am-4pm  
and 2 hours prior to a performance.  
Phone: (401) 456-8144 to purchase

Please submit as early as possible. Box Office services may not be available if this form is submitted less than two weeks prior to your event.

Check as appropriate:

SERVICES

- **Box Office service** – Box Office sells tickets in advance and at showtime.
- **Tickets only** – The producing organization will sell their own tickets. Please print _____ tickets for us
- **Combination** – Box Office sells tickets in advance and at showtime, but we would like to have a number of tickets that we may sell or give out. Please print _____ tickets for us

Person we can contact at your organization_______________________________

Phone_______________________ email________________________________

Special requests or instructions_________________________________________

__________________________________________________________________

**TICKET FORMAT**: (complete as ticket should appear)

______________________________________________Presents ______________________________________________

(Name of producing organization)     (Name of show)

______________________________________           __ _______________________

(Performance date ie: “Monday, June 1, 2006”)        Performance time ie: “8:00 PM”

Indicate all, even if it’s obvious.   Indicate AM/PM even if it’s obvious.

____________________________________________________________________

(Location) ie Auditorium in Roberts Hall, Sapinsley Hall, Student Union Ballroom, etc.

**TICKET PRICES**  Don’t leave any space blank. Use “n/a” if category doesn’t apply. Use “.00” if free.

General Public $_________________ Senior Citizen $_________________ RIC Faculty/Staff $_________________

Child (12 and under) $___________ RIC Student $___________ Non-RIC Student $___________

__________________   $___________   _______________   $_____________

(Additional price category)               (Additional price category)

**DATE TICKETS SHOULD GO ON SALE**  _______________

Signed ___________________________ Date ___________________________

Rhode Island College Student Activities 2009-2010