

Ticket Printing Request Form

BOX OFFICE INFORMATION SHEET

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