



Leo J. Welder Center for the Performing Arts

BOX OFFICE SERVICES

The Leo J. Welder Center for the Performing Arts Box Office is a computerized system providing on-site printing capabilities, real-time Internet sales and excellent customer service, managed cooperatively between Victoria College and Theatre Victoria. Box office services and fees are separate and distinct from rental fees. **All ticketed events held at the Welder Center, including rentals, must be ticketed through the Welder Center's box office service.** Ticketed events at venues other than the Welder Center may also be ticketed through the Welder Center's box office service.

Note: Rental reservations will not be finalized until Box Office Services form has been received.

Box Office Services request form due date (2 weeks prior to event)_____

_____ **Are you expecting infants/lap children to attend?** Consult with event coordinator for options.

**Leo J. Welder Center for the Performing Arts
Box Office Services Request**

| | | | | | |
|--|-------|----------------------|---|----------|-------|
| Organization/Renter | | | | | |
| Event Title | | | | | |
| Simple event description and event website, if available | | | | | |
| Performance Date/Time | | | What date do you want ticket sales to open to the public? | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Seating is Reserved or General Admission | | | Number of comp tickets requested Number of consigned (pre-printed) tickets requested | | |
| \$1/ticket box office service fee must be included in the face value of tickets. | | | | | |
| Face value of tickets: | Adult | Senior | Student/Child | Group | Other |
| Do you wish to offer any of the following? Describe: | | | | | |
| pre-sale options | | coupons or discounts | | vouchers | |
| | | | | | |
| Request completed by | | | | Date | |
| | | | | | |
| Phone number at which you may be easily reached in case of questions: | | | | | |
| Event image? Email jpg to sue.prudhomme@victoriacollege.edu | | | | | |