

Liberty Performing Arts Theatre

LPAT.org • 1600 S Withers Rd, Liberty, MO 64068

Box Office Request Form

(Complete this form only if your event uses tickets for admission)

1. Date & start time: _____
2. Organization presenting the event: _____
(length limit, about 28 characters)
3. Main title of the event: _____
(length limit, about 28 characters)
4. Subtitle of the event: _____
(length limit, about 28 characters)
5. Seating style:
 reserved (patrons buy specific seats) general admission (patrons contend for any available seats)
6. Ticket prices: _____

Examples of possible pricing styles: A) lower "advance" prices, higher "at-the-door" prices (to reduce "rush" conditions, we recommend higher at-the-door prices); B) prices increase as the show date gets closer; C) prices based on seat location (not possible with General Admission seating); D) better prices for groups; E) better prices with special passes; F) combinations of styles. Note: if you opt to set prices based on age, be sure to define the age range of each type; and please understand that patrons can easily lie about age.

7. Who will handle your advance ticket sales?

- our box office handles all advance tickets (in-person, by phone, by fax, and by mail)
 you sell some tickets, we sell the rest – to start, you would like _____ tickets to sell
 you sell all tickets, we just print them for you (if checked, skip questions 8-15)

8. Who will handle your "rush" ticket sales (last 2 hours before show time)?

- LPAT box office ("at-the-door" sales staff required)
 Your personnel → How many unsold tickets should we print out? all _____

9. Describe your event (help box office staff answer patron's questions): _____

10. If patrons have difficult questions about your event, who should they call for answers?

Phone: _____ Ask for: _____

11. At the LPAT box office, when should your tickets go on sale to the public?

- right away wait until date _____ time _____

12. If patrons want to exchange reserved seat tickets, should we allow it? yes no

13. If patrons request refunds, should we allow it?

- no* only before the event before or after the event

14. After the event, how should we handle your ticket revenue?

- LPAT charges are taken from ticket revenue, then the remaining balance is settled
 LPAT charges are paid, then all ticket revenue is sent to you

15. When we issue a ticket revenue check, how should the payee line read?

Submitted by: _____ Date: _____

Does your marketing mention the LPAT?

If so, confirm that any use of our name, address, phone numbers, or URL are spelled exactly as below:

Liberty Performing Arts Theatre
1600 S Withers Rd
Liberty, MO 64068
816-439-4362 (tickets)
816-439-4377 (fax)
www.LPAT.org

Important Notes:

All or part of the information on lines 1-7 and line 10 above will be printed on your tickets. You are charged only for tickets which are processed. Tickets are processed when we either 1) sell them to patrons; or, 2) print them for you. Once tickets are printed for you to handle, no accounting is required back to us – they are yours to keep or distribute as desired at any price. Our box office hours are 5:30am to 10:00pm Monday-Thursday, 5:30am to 9:00pm Friday, 8:00am to 8:00pm Saturday, and 9:00am to 6:00pm Sunday. We accept Visa, MasterCard, American Express, checks, and cash.

* Selecting "no" refunds is the normal choice. Each ticket clearly says "No Refunds." Should a patron firmly demand a refund, we might refer them to you for authorization. Whether or not you grant a refund request is at your sole discretion; but, if approved, please inform us by phone or email. Only the Theatre Coordinator can process refunds, and he must receive your authorization no later than one business day after the event. If you choose to allow refunds, the Coordinator will handle all refunds without question; however, we will retain a \$2.00 re-stocking fee for each ticket refunded. We cannot refund tickets which you have sold. If you allow exchanges, patrons are charged a \$1.00 convenience fee for each ticket.