**Producer Information**

|  |
| --- |
| **Organization/Producer Name:** Enter text. |
| **Address:** Enter text. |
| **Contact Person:** Enter text. |
| **Telephone:** Enter text. | **E-mail:**  Enter text. |
| **Event Web Page:** Enter text.  |
| **Notes:** Enter text. |

**Event Information**

**Select Studio Venue:** [ ]  **McLean Performance Studio, Accolade East, ACE 244F**

[ ]  **Joseph G. Green Studio, Centre for Film & Theatre**

[ ]  **Foster Acting Studio, Accolade East, ACE 207**

**What date would you like tickets to go on sale?** Select date.

(This date must be confirmed with the Box Office Coordinator)

**Ticket Performance Title:** Enter text.

(Title of performance as it will appear on the tickets. Maximum 40 characters/spaces)

**Ticket Line 1 Format:** Enter text.

(Information line appears above the performance title on the tickets. Maximum 40 characters/spaces) Eg. “Presented by:”

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Performance Dates:** | **Show START Time**  | **Show END Time**  |
| 1 | Select Date | Enter start time | Enter end time |
| 2 | Select Date | Enter start time | Enter end time |
| 3 | Select Date  | Enter start time | Enter end time |
| 4 | Select Date | Enter start time | Enter end time |
| 5 | Select Date | Enter start time | Enter end time |
| 6 | Select Date | Enter start time | Enter end time |

**Detailed Running Time(s):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Act 1/Set 1** | **Intermission** | **Act 2/Set 2** | **Intermission** | **Act 3/Set 3** |
| **Start/End:** | Enter times | Enter times | Enter times | Enter times | Enter times |
| **Duration:** | Enter length | Enter length | Enter length | Enter length | Enter length |

|  |
| --- |
| **Event Description for Online Ticketing Site:** Enter Description.  |

**Ticketing Information**

Theatre Configuration: **General Admission** is standard for these venues.

**Ticket Prices (including HST & Facility Renewal Fee):**

All-Inclusive Price(s): $ Enter price $ Enter price $ Enter price

Discounts Pricing (optional): Students: $ Enter price Seniors: $ Enter price

Other Ticket Options: Discount Promo Codes, Advance/Day of Show Pricing.

**Seat Status & Held Tickets**

|  |  |  |
| --- | --- | --- |
| **Type of Seat:** | **Number:** | **Details & Seat Location:** |
| House Seats(a.k.a. Trouble Seats) | 2 | The York Box Office will hold 2 house seats for each performance for House Management to resolve seating problems at show time |
| Accessible Seating | 2 | The Box Office will designate 2 seats for accessibility needs and wheelchair patrons and hold all those seats for sale through the box office |
| Blocked Seats (a.k.a. “seat kills”) | Enter number | Some seats may be blocked off to accommodate such things as camera placement, technical equipment or obstructed seats. |
| Producer Holds( VIPs, Staff, Volunteers) | Enter number | Enter notes. |
| Other | Enter number | Enter notes. |

**Venue Capacity:**

* The overall seating capacity for the venue cannot be exceeded.
	+ McLean Performance Studio: 88 seats
	+ Joseph G. Green Studio: Flexible. Maximum capacity 120 seats
	+ Foster Acting Studio: Flexible. Maximum capacity 70 seats

* The **selling capacity** is the overall seating capacity minus all held seats and blocked seats.
* Venue seat count must equal inventory programmed in box office.

**Ticket Purchase Options:**

Tickets to your event will be available through the following:

* Phone: **416-736-5888** During regular box office hours and open 3 hours prior to event
* In-person at box office: During regular box office hours and open 3 hours prior to event
* Online: **ampd.yorku.ca/boxoffice** 24 hours a day

**Guest Inquiries & Assistance:** boxoffice@yorku.ca

**Box Office Hours** are scheduled monthly. Contact the box office directly for current hours.

**Ticketing Policy:**

* All ticketed events at the Performance Facilities must be ticketed through the AMPD Box Office.
* There are No Refunds or Exchanges.
* **Box Office Service Fees:** Tickets purchased by phone: $2.25 (incl. HST) per ticket

(***paid by the customer***) Tickets purchased online: $2.25 (incl. HST) per ticket

* **Box Office Commission** is 5% of ticket sales, minimum $100 (***paid by the producer***) to cover event ticket programming, box office set up and includes credit card/debit charges. **Allow 5 business days for event build and ticket programming.**
* Advertised all-inclusive ticket prices to events will include applicable **HST** and **Facilities Renewal Fee** per ticket.
* The **HST** is applied to the base ticket price. It is always applicable to all events in the AMPD Performance Facilities.

* The **Facilities Renewal Fund** is a capital improvement fee (***paid by the customer***) to assist with the long-term upkeep of the performance facilities and is as follows: $ 2.00 per ticket for tickets priced at $5.00 or more.
* **Complimentary Ticket Production:** There is a ticket production fee of $0.75 per comp ticket issued (***paid by the producer***). Comp ticket production and distribution must be arranged in advance.
* **Consignment Ticket Production:** Consignments not to exceed 20% of total capacity. Consignment tickets issued to the Producer (Licensee) are subject to a charge of $0.75 per ticket. The Facility Renewal Fee (FRF) is applied to all sold consignment tickets. Unsold tickets must be returned to the box office at least 48 hours prior to the event.
* When applicable, ticket sales settlement (less expenses) is paid out by cheque. Allow 4-6 weeks for settlement cheque processing.

**All-Inclusive Ticket Price Procedure:**

* When budgeting an event, set the ticket price required to meet the projected revenue without including the HST or Facility Renewal Fund
* Add the HST and Facility Renewal Fund to establish the all-inclusive price that will be used in all advertising and promotion. The HST will be calculated on the base ticket price then added to the base ticket price, The Facility Renewal Fund will then be added.
* **Example showing calculation of all-inclusive price:**

If you need to realize $ 20.35 for each ticket to meet your projected revenue:

Base ticket price = $ 20.35

HST on base ticket price = $ 2.65

Total = $ 23.00

Add $ 2.00 Facilities Renewal Fund = $ 2.00

Advertised all-inclusive price = $ 25.00

* The Box Office Service Fee will be added to the advertised all-inclusive price on tickets purchased by phone or online.

**Marketing & Promotion:**

* The producer is solely responsible for marketing and advertising the event.
* Please ensure the following information appears in all marketing materials: the **proper name of the venue**, box office phone number **(416) 736-5888** and website **ampd.yorku.ca/boxoffice**. This website allows guests to purchase tickets online and also provides information on location and parking.
* Be sure to provide the box office with copies of your marketing materials (including digital promotion):
* Promo description for online ticketing site
* Promo or production photo (JPG format)
* Digital copies of poster, flyer and program
* Point-of-Sale Print Material (Posters: 6 minimum / Flyers: 50 minimum)
* Press Release / Promotional Emails

**Producer’s Name or Signature:**

***I have read and agree to all the terms & guidelines set out on this form:***

Enter Name  **Date:** Select date.

Please submit the completed form by email. For further information, contact:

Scott Rennick, Box Office Coordinator, 416.736.5951 or scottren@yorku.ca