

# EVENT SET-UP FORM

EVENT \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ am/pm

VENUE \_\_\_\_\_ SEATING: reserved/gen adm./  
special ticket holds

CONTACT PERSON: \_\_\_\_\_

PHONE# \_\_\_\_\_

E-MAIL \_\_\_\_\_

FAX# \_\_\_\_\_

## TICKET DESIGN

LINE 1 \_\_\_\_\_

LINE 2 \_\_\_\_\_

LINE 3 \_\_\_\_\_

LINE 4 \_\_\_\_\_

LINE 5 \_\_\_\_\_

LINE 6 \_\_\_\_\_

LINE 7 \_\_\_\_\_

\*We will try accomodation rixkwr design requests the best we can. Due to some limitations with our ticket software we may have to make adjustments.

### PRICE

### OTHER INFORMATION

Pr Type

Price

\$

\$

\$

\$

\$

## TERMS

**Set up fee:** \$50.00 charge per event/\$25.00 for each additional date

**Online Sales fee:** \$50.00 charge per event for online purchase capabilities

**Ticket Printing:** \$0.20 per ticket, or Percentage of Gross Sales: \_\_\_\_\_%

**Night-of Ticket Labor:** \$8.00/hr per person. (pending on staff availability)

2-hour minimum work time/minimum of 2-staff members

If you have questions, please contact:

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