### TICKET ORDER FORM | FLORENCE GOULD HALL, 55 East 59th Street, New York City

Full Title for Ticketmaster.com (70 characters total): __________________________________________________

Ticket Text: Lines 1, 2 & 3—Event Description | Lines 4 & 5—Location | Line 6—Day, Date, Year, Time

**Note:** Each box represents ONE character or space. There are 6 lines on a ticket. **Lines 2, 4 & 6 are BOLD & larger FONT**

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Additional dates/times:

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Your Event/Company website: ________________________________________________________________

**TICKET DISTRIBUTION POLICY:**

- [ ] NO Tickets for sale (Tickets to be distributed only at VIP table on site 1 hour prior to event)
- [ ] Tickets for sale (minus tickets to be held for Producer’s Guest List/Comps)

**REMINDER:** ALL tickets are to be sold via **Ticketmaster Services** & the FGH Box Office, as outlined in Contract, no other company may be engaged for ticket services

**Available Price Types** (all tickets are subject to a $1 Facility Fee paid by the Ticket Buyer to FIAF)

- Full Price: ______ + $1.00 Facility Fee
- Student: ______ + $1.00 Facility Fee (please define age range)
- Senior: ______ + $1.00 Facility Fee (please define age range)
- Other: ______ + $1.00 Facility Fee

**Type of Seating:**

- [ ] Reserved (recommended for theatre, dance, music)
- [ ] General Admission (open seating, recommended for film, lectures)

**Technical Aspects affecting the House & Ticket distribution:**

- [ ] Stage Extension (Kills 37 seats Row AA & BB + Row CC 101-104 & CC 118-121)
- [ ] FIAF Sound Board in use in house (Kills 9 seats Row P109-112 / R 109-113)
- [ ] Company Sound Board in use in house (Killed seats TBD)

**Approx Runtime:** ______  **Recommended Ages:** ______  **Additional Info for the Public:** ______________________________

**Today’s Date:** ______________________________

**Requested Tickets On-Sale Date (takes 5–7 days from date of submission to Box Office):** ______________________________

**Client:** ________________________________________________________

**Ticket Contact:** _________________________  **Phone** _________________________  **Email:** ______________________________