

Ticket Information Form

Please complete the following information and return this form to helen.knight@midcoast.nsw.gov.au so that tickets can be made available for your production. Note that tickets will not go on sale until the completed Hire Agreement and Theatre Hire Deposit have been received.

Name of Show	
Producer / Promoter	
Date (s)	
Start Time (s)	<input type="checkbox"/> 10am <input type="checkbox"/> 2pm <input type="checkbox"/> 7:30pm <input type="checkbox"/> Other: _____
Requested On Sale Date	(allow at least 48 hours to process this form)
Producer Hold Seats	Number of Seats to be held _____ (37 Seats will be held in rows I & J unless specified)
Performance Timing	1 st Half duration _____ Interval: 20 mins 2 nd Half duration _____ <input type="checkbox"/> Performance Encore <input type="checkbox"/> Meet and Greet in Foyer <input type="checkbox"/> Q & A in Auditorium
Audience notes	Latecomers Policy or other announcements?
	<input type="checkbox"/> Strobe Lighting <input type="checkbox"/> Smoke/Haze <input type="checkbox"/> Loud Music <input type="checkbox"/> Other _____
	If this was a film, how would you rate it? <input type="checkbox"/> G <input type="checkbox"/> PG <input type="checkbox"/> MA <input type="checkbox"/> R18+
Merchandise	Will anything be sold in the Foyer? <input type="checkbox"/> YES <input type="checkbox"/> NO (float supplied by you) Merchandise Seller Required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Film / Photography	Will you be arranging filming or photography? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(if yes, please contact us to make suitable arrangements)</i> Will you allow audience to take photographs? <input type="checkbox"/> YES <input type="checkbox"/> NO Will you allow audience to take video? <input type="checkbox"/> YES <input type="checkbox"/> NO
Show Website	(if applicable)

Tickets will be available from the MEC Box Office or by phone on 6592 5466 Tuesday to Friday 10am to 1pm and 1 hour before show times, Or 7 days a week at www.theMEC.com.au and Stockland Forster Information Desk.

Marketing	<p>Before your production can be put on sale you MUST provide:</p> <ol style="list-style-type: none"> 1. A short marketing description (approximately 50 words) for use on our website. 2. A jpeg image for website and foyer displays – 350 x 220 pixels - preferably in landscape. <p>If available, please also provide medium resolution TVC or promotional footage for use on foyer displays and social media channels.</p>			
Tickets <i>(tick all that apply)</i>		Price <i>(not including booking fee)</i>	Booking Fee <i>(see notes below)</i>	Advertised Price <i>(price + booking fee)</i> Must be able to make change using nothing smaller than \$0.50
<input type="checkbox"/>	<i>example</i>	<i>\$18.00</i>	<i>\$3.00</i>	<i>\$21.00</i>
<input type="checkbox"/>	All Tickets <i>(all tickets one price)</i>			
<input type="checkbox"/>	Adult			
<input type="checkbox"/>	Pensioner <i>(Pension Card)</i>			
<input type="checkbox"/>	Concession <i>(Pensioners, Students, Seniors Card)</i>			
<input type="checkbox"/>	Student <i>(Student Card)</i>			
<input type="checkbox"/>	Under 12 Years			
<input type="checkbox"/>	Under 18 Years			
<input type="checkbox"/>	Group of 8 or more			
<input type="checkbox"/>	Online Streaming			
<input checked="" type="checkbox"/>	Carer <i>(where required. eg teachers for school groups)</i>	\$0	\$0	\$0
<input checked="" type="checkbox"/>	Companion <i>(holder of Companion Card issued to people with a permanent disability who require a companion to assist them)</i>	\$0	\$0	\$0

Note that there is a booking fee per ticket for all outlet, phone and box office sales:

- Where the ticket price is over \$15.00, booking fee is \$3.00
- Where the ticket price is \$15.00 and under, booking fee is \$1.00 for all tickets

Where there is a group discount price, that price is available to our VIP customers (eg Friends of the MEC).