



Ticket Information Form

Please complete the following information and return **this form, a high res image and a show description** to helen.knight@midcoast.nsw.gov.au so that tickets can be made available for your production.

Note - tickets will not go on sale until the completed Hire Agreement and Theatre Hire Deposit have been received.

Name of Show	
Producer / Promoter	
Day and 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 _____ (XX 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 (if yes, please contact us to make suitable arrangements) 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.

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 (tick all that apply)		Price (not including booking fee)	Booking Fee (see notes below)	Advertised Price (price + booking fee) MUST BE A ROUND DOLLAR AMOUNT OR ENDING IN 50c
<input type="checkbox"/>	<i>example</i>	\$27.40 \$27.20	\$3.60 \$2.30	\$31.00 \$29.50
<input type="checkbox"/>	All Tickets (all tickets one price)			
<input type="checkbox"/>	Adult			
<input type="checkbox"/>	Pensioner (Pension Card)			
<input type="checkbox"/>	Concession (Pensioners, Students, Seniors Card)			
<input type="checkbox"/>	Student (Student Card)			
<input type="checkbox"/>	Under 12 Years			
<input type="checkbox"/>	Under 18 Years			
<input type="checkbox"/>	Group of 8 or more			
<input type="checkbox"/>	Friends of the MEC <i>Where there is a group discount price, that price is available to our VIP customers (eg Friends of the MEC).</i>			
<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 phone and box office sales:

- Where the advertised ticket price is over \$29.99, booking fee is \$3.60
- Where the advertised ticket price is between \$10.01 and \$29.99, booking fee is \$2.30
- Where the advertised ticket price is between \$0.01 and \$10 booking fee is \$1.20
- Where the ticket price is \$0 there is no booking fee but the hirer is charged an admin fee for event build