



**THE ART KAMANGAR CENTER AT THE MERCED THEATRE**

301 W Main St. Merced, CA 95340-4819      www.mercedtheatre.org  
(209) 381-0100 • Theatre      (209) 381-0500 • Box Office

**Box Office Services Form (Rev 05/20/2014)**  
**Please Complete one copy of this for each event**

**Event Information:**

Name of Event: \_\_\_\_\_  
Presented by: \_\_\_\_\_  
Seating Type: \_\_\_ General Admission \_\_\_ Reserved  
Public Date: \_\_\_\_\_  
Begin Ticket  
Sales: \_\_\_\_\_

Event Website: \_\_\_\_\_

Performance Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
Doors: (Min one hour prior to start time) \_\_\_\_\_

Performance Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
Doors: (Min one hour prior to start time) \_\_\_\_\_

Performance Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
Doors: (Min one hour prior to start time) \_\_\_\_\_

**Contact Information for Box Office and Ticketing Issues:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Timing Information:**

Number of Acts: \_\_\_ One \_\_\_ Two \_\_\_ Three  
Length of each act: \_\_\_ One \_\_\_ Two \_\_\_ Three  
Number of intermissions: \_\_\_ None \_\_\_ One \_\_\_ Two  
Length of each intermission: One \_\_\_\_\_, Two \_\_\_\_\_  
Total Run Time of Event including all  
intermissions:  
\_\_\_\_\_ Hrs. \_\_\_\_\_ Mins.

**Other:**

Videotaping allowed: \_\_\_ Yes \_\_\_ No  
Flash Photography allowed: \_\_\_ Yes \_\_\_ No  
Photography Without Flash allowed: \_\_\_ Yes \_\_\_ No  
Are Strobes Being Used : \_\_\_ Yes \_\_\_ No  
Is Fog or Haze Being Used : \_\_\_ Yes \_\_\_ No  
Event suitable for ages: \_\_\_\_\_  
Event content warnings: \_\_\_\_\_

**Additional Information:**

**Price Information:**

**Prices Listed below must include all applicable ticketing fees and be your advertised prices.**

No Cost up to \$49.99 \$4.00 per ticket  
For tickets from \$50.00 up to \$74.99 \$6.00 per ticket.  
For tickets above \$75.00 please consult with the Managing Director for accurate ticketing fees.  
Complimentary tickets are subject to the Historic Restoration Fee.

Expected total number of tickets sold and comped? \_\_\_\_\_

Tier 1 Price: \_\_\_\_\_  
Tier 2 Price: \_\_\_\_\_  
Tier 3 Price: \_\_\_\_\_  
Tier 4 Price: \_\_\_\_\_

Every patron that enters The Merced Theatre is required to purchase a ticket. There are certain discounts that we can offer....

Will there be a Discount price for children? \_\_\_\_\_ or \_\_\_ Full Price \_\_\_ Comp  
Age for Children: 12 and under

Will there be a Discount price for Students? \_\_\_\_\_ or \_\_\_ Full Price  
Age for Children: 12 and under  
Students include middle school thru college

Will there be a discounted price for Seniors: \_\_\_\_\_ or \_\_\_ Full Price?  
Age for Seniors: \_\_\_\_\_ and up

Group Discount Rate: \_\_\_\_\_  
A Group is \_\_\_\_\_ or more

Other Rate: \_\_\_\_\_  
Definition of Other Rate? \_\_\_\_\_

Other Rate: \_\_\_\_\_  
Definition of Other Rate? \_\_\_\_\_

Comp Tickets Requested:  
Performance 1 \_\_\_\_\_  
Performance 2 \_\_\_\_\_  
Performance 3 \_\_\_\_\_

Where should the comp tickets be from: \_\_\_\_\_

**Brief Description of event to be used online**

(100 words or less) may be emailed to [info@mercedtheatre.org](mailto:info@mercedtheatre.org)

**Please provide artwork for event:**

Artwork dimensions are as follows  
Website: 980x500 pixels  
Ticketing Website: 250x250 pixels  
Print at Home Tickets: 640x80 96dpi

Please also provide a digital copy of the event poster.

**Posters:**

The theatre has the ability to display hard copies of your event poster on a space and location available schedule. We need at least one 24"x36" and at least 5-11x17 or 12x18 posters for display at the theatre.

**Ticket:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DATE OF EVENT, EVENT TIME DOORS TIME  
THE ART KAMANGAR CENTER AT THE MERCED THEATRE  
301 W. MAIN ST, MERCED, CA 209-381-0500  
NO OUTSIDE FOOD OR DRINK, NO REFUNDS OR EXCHANGES

Please list below the full names (print) of those individuals (other than the contact listed on page 1) that you wish to have access to your box office/sales information. This includes the number of tickets sold, income generated, etc. We will NOT divulge any box office information to ANYONE not listed below.