

Due Date _____
 (4 weeks prior to event)

**TICKETING SERVICES FORM
 Modlin Center Box Office**

Organization			
Full Event Title			
Venue			
Event Date(s) & Time(s)			
Print my tickets <i>only</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Seating: Please check one	<input type="checkbox"/> Reserved Seating or <input type="checkbox"/> General Admission		
Ticket Sale Begin Date			
Ticket Sale End Date			
Will Box Office need to be staffed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Online Ticket Sales:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Contact Person		Email	
Billing Address		Phone	
Please complete ticket prices for either Advance (A) or Discount (B) but not both.			
A – Advance Tickets	\$	in Advance	and \$ at the Door
B – Scaled Tickets			
\$ Public	\$	Student	
\$ Senior Citizen	\$	Other:	
\$ Other:	\$	Other:	
Notes:			

Revised 6/2016

Please return completed form to:
 Modlin Center for the Arts
 Attn: Jessie Buford
 Fax: (804) 287.6681 or email to jbuford@richmond.edu
 Phone: (804) 287.6023