

TICKET SALES GUIDLINES

1. The ticket crew chief is responsible for printing, marking, and selling tickets for the run of the show.
2. Keeps records of the income for both play tickets and dinner tickets.
3. After performance dates are determined, discusses with Producer where and when tickets will be sold.
4. Contacts associations for permission to sell.
 - a. Phase I & Phase III: Visit the front desk and have the dates and times entered on the master calendar,
 - b. Phase II: Discuss with food and beverage personnel the dates and times of sales.
5. Advises the director of seating floor plan with a house of 221 for fall and spring.
6. Makes up the master chart for seating and makes copies for each night and for the director, producer, and house manager.
7. Prepares ticket master sheets each performance date and one for each dinner date.
 - a. Proofread the master prior to having the tickets printed on card stock.
 - b. Tickets for each day are a different color. Alternate light and dark for each day for easy spotting.
 - c. Tickets for the dinner are the same color as the seat tickets for that night,
 - d. Normal printing order is for 240 admission tickets for each night (different colors) and 100 dinner tickets for the nights when dinners will be served corresponding in color to the play tickets for same night. Printing is usually done at Kinko's.
8. Numbers tickets using the approved seating chart.
 - a. Number each ticket as to row and seat number and rubber band each row number together,
 - b. Number dinner tickets by table number seating 10 at each table.
9. Assembles all tickets in groups by date and row. In the summer round set up, each of the three sections is placed in a separate box
10. Dinner tickets are placed by date behind the performance tickets. (Each date should be a different color for easy identification).
11. Sales records: Sets up a ringed binder in which are kept the following:
 - a. Play seating chart (one for each date).
 - b. Dinner seating chart (one for each night when dinner will be served),
 - c. Sheet to record group attendance and date, name of group and seat numbers.
 - d. Daily sheet to record number of tickets and dinners sold,
 - e. Card stating "Make Checks Payable to SLCT"
 - f. Card stating "Will be right back."
 - g. Card stating "Tickets are non-refundable, but may be exchanged."
 - h. At least two sharp pencils with good erasers and two pens,
 - i. Copies of the menu