135 N. 2nd Street – DeKalb, IL – 60115
www.egyptiantheatre.org
815-758-1215

EGYPTIAN THEATRE BOX OFFICE SERVICES FORM

Event Information (as listed on ticket and website)

Name of event: _____

Presented/Produced by: _____

Sponsored by: _____

Email event description and images to: alex@egyptiantheatre.org

Event Date: _____ Start Time: _____ ❑ AM ❑ PM

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Event Date: _____ Start Time: _____ ❑ AM ❑ PM

Event Date: _____ Start Time: _____ ❑ AM ❑ PM

Event Date: _____ Start Time: _____ ❑ AM ❑ PM

Seating type: ❑ General Admission ❑ Reserved Seating

Event suitable for ages? _____

Event content warnings: _____

Number of Acts/Sets: ❑ One ❑ Two ❑ Three ❑ Four

Length of each act: One _____ Two _____ Three _____ Four _____

Is there an opener or opening act? ❑ YES ❑ NO

If yes, what time does headliner or main act start: _____ ❑ AM ❑ PM

Name of opener(s): _____

Number of intermissions/breaks: ❑ None ❑ One ❑ Two ❑ Three

Length of each intermission: One _____ Two _____ Three: _____

Total Run Time of Event including all intermissions/breaks: _____Hrs _____ Mins

Videotaping allowed: ❑ YES ❑ NO Photography allowed: ❑ YES ❑ NO

Are Strobes Being Used: ❑ YES ❑ NO Is Fog or Haze Being Used: ❑ YES ❑ NO

Is the balcony open to the public: ❑ YES ❑ NO ❑ WAIT FOR DEMAND

Event Contact Person for Ticketing Decisions
(Promoter login access will be sent via email to this person)

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip _____

Work Phone: _____ Cell Phone: _____

Email: _____

Ticket Pricing

Estimated total number of tickets sold/issued: _____

(If applicable) Admission free under the age of: _____

Fill in your pricing below for all applicable tiers and price points for your event.
If you only list an adult price, that will be the pricing for all ages.

Advanced Pricing: Public On-Sale Date: _____ Time: _____ ❑ AM ❑ PM

	Adult	Student w/ ID	Senior 65+	12 & Under	Group
Tier 1 Price					
Tier 2 Price					
Tier 3 Price					
Tier 4 Price					

If applicable:

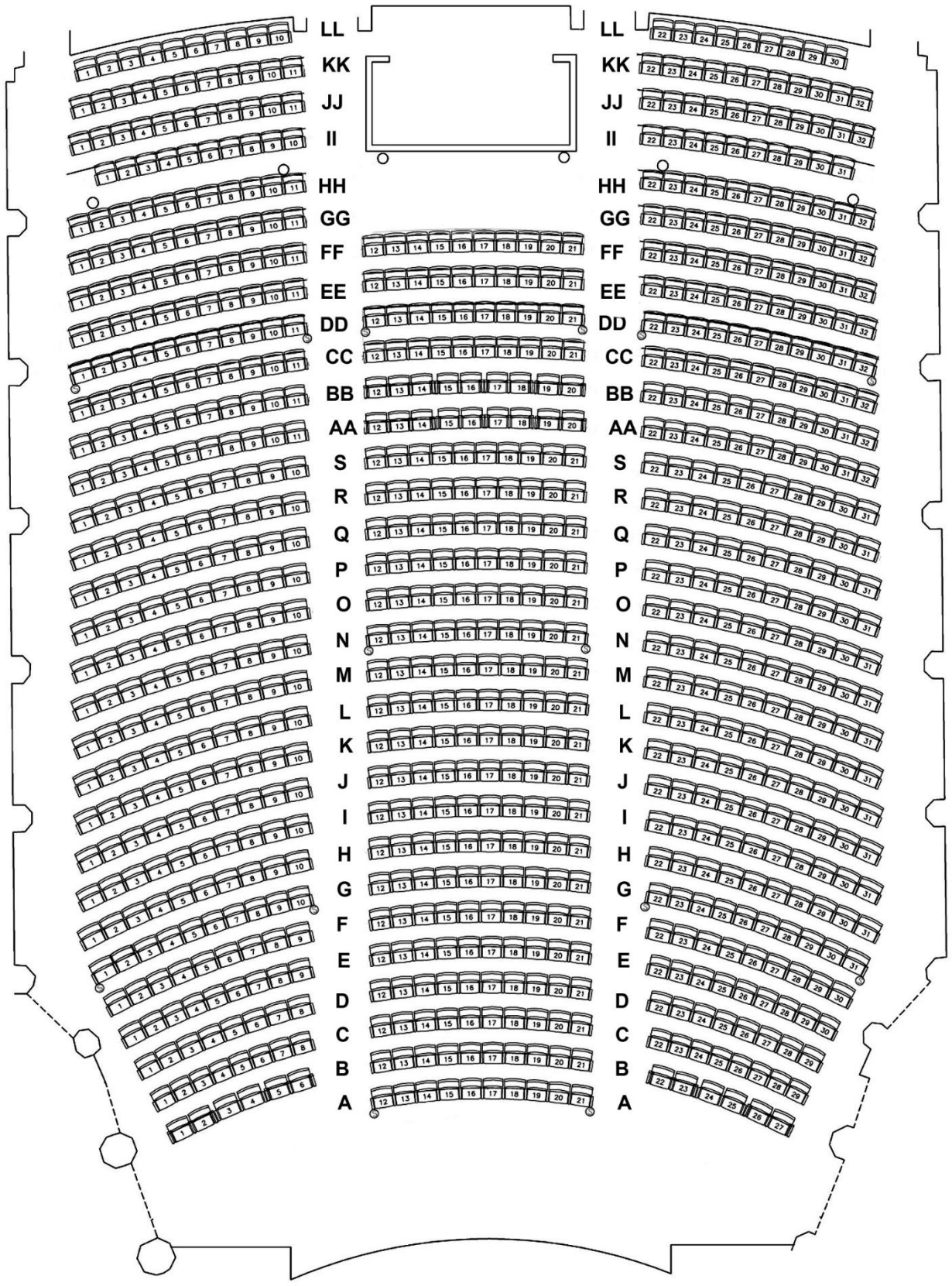
Increased Pricing Effective: Date: _____ Time: _____ ❑ AM ❑ PM

	Adult	Student w/ ID	Senior 65+	12 & Under	Group
Tier 1 Price					
Tier 2 Price					
Tier 3 Price					
Tier 4 Price					

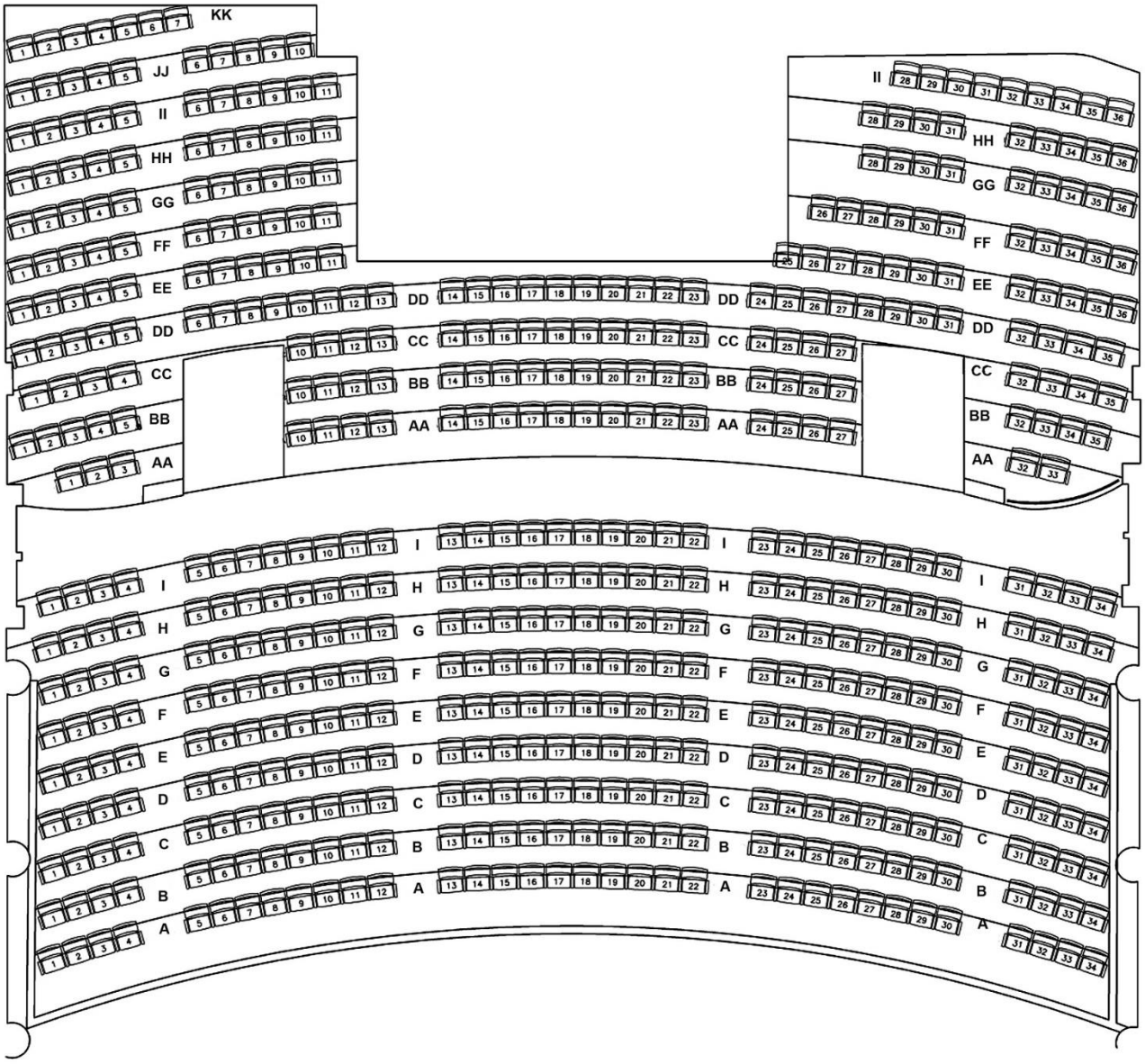
On following pages, mark on seating charts the following (for reserved seating shows only):

- **Tier 1 / Tier 2 / Tier 3 / Tier 4 sections**
- **Blocked seats for production use (seat kills for sound row, camera positions, etc.)**
- **Seats to hold for comp, artist/promoter use, media/promotion use, etc.**

MAIN FLOOR



BALCONY



Stage