



171 E. State St., The Commons Ithaca, NY 14850
Tel. (607) 273-4497 • Fax (607) 273-4816
Tickets@artspartner.org • www.IthacaEvents.com

Hours of Operation:
Monday-Saturday 10am-5:30pm

Event Information Sheet

Contact and Organization

Today's Date: _____ **Date Tickets On Sale:** _____
Organization: _____ **Contact Name:** _____
Address: _____ **Tel. number:** _____
_____ **Email:** _____

Event and Location

Event Title: _____
Date(s): _____ **Start/End Times:** _____

Web Site: _____ **Doors Open:** _____
Location: _____ **Handicapped Accessible?** Yes No
Address: _____ **Reserved Seating -or-**
_____ **General Admission**
Capacity: _____

Ticket Details

Prices: Adults/All \$ _____
Seniors \$ _____
Students \$ _____ *Select:* High School College Grad All
Youth \$ _____ *Ages 12 and under*
Other \$ _____ *Specify:* _____
Door prices (if different than above): \$ _____
Tickets Sold Through Ticket Center: _____

Will Call Ticket Pickup

Date _____
Time _____

Contact Signature (X) _____

<i>Office Use Only</i>
Event Code _____
Perf. Codes _____
Date Entered _____

* Please attach any promotional materials *