# The Edge Ticket Form

This form should be completed as part of the Event Planner process if you would like your event to have tickets. **The deadline for this is 3 weeks before your event.** If you have any questions, contact su-arts@bath.ac.uk

All Edge Theatre and Weston Shows must be ticketed. **If you are holding an event in the Edge which does not need tickets, fill in the Event Information Form instead**.

In addition to this please send a high-quality image to promote your event. You must have the rights to use and distribute this image.

|  |
| --- |
| Section A: General Information  |
| Event name | Click here to enter text. |
| Society | Click here to enter text. |
| Venue | Click here to enter text. |
| Event date(s) | *Start date:*  Click to enter a date.*End date:*  Click to enter a date. |
| Event contact  | Name | Email |
| Click here to enter text. | Click here to enter text. |
| Contact for ticket reports *(if different)* | Name | Email |
| Click here to enter text. | Click here to enter text. |
| Total cast/participants number | Click here to enter text.***Note****: for shows, please ensure cast size does not exceed your total dressing room capacity* |

|  |
| --- |
| Section B: Ticket Information  |
| Ticket Price | Standard | Concession/Student | Other *(please specify)* |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| ***Note:*** *an additional booking fee will be charged (except on free tickets)* |
| Discounts/offers | *Please specify details of any offers or promotions you would like to create (e.g. %off to society members)*Click here to enter text. |
| Capacity required | Choose an item.*If other, please specify:* Click here to enter text.*Note any other layout will need to be approved by SU staff* |
| General Seat reservations*(Please confirm with technical crew)* | Ushers *(mandatory)* | Sound Desk *(optional)* | Followspot *(optional)* | Other |
| Choose an item. | Choose an item. | Choose an item. | Click here to enter text. |
| Date-specific seatReservations*(Please confirm with filming crew)* | *Date:* Click or tap to enter a date.*Seats required:* Click here to enter text.[ ] *Filming* [ ] *Other reason:* Click here to enter text.***Note:*** *check positions do not overlap with general reservations above. This should not be used for complimentary tickets.* |
| Additional products | *Please specify details and price of any other items (e.g. programs) to be added*Click here to enter text. |
| Would you like to add a donation option to your ticket price?*(RAG will be set as the donation option if no charity is nominated)* | Choose an item.*If yes, please specify which charity you are collecting for:* Click here to enter text.*Charity contact details:* Click here to enter text. |
| *Please provide a short description of what the charity does and why people should donate (max 250 words):*Click here to enter text. |

|  |
| --- |
| Section C: Show Information  |
| Event description *(as it should appear on your event page. 500 characters max.)* | Click here to enter text. |
| Age restriction *(optional)* | Click here to enter text. |
| Content/trigger warnings *(optional)* | Click here to enter text. |
| Other warnings required | Smoke and haze effects | Strobe lighting | Stage weaponry | Pyrotechnics |
|  |[ ] [ ] [ ] [ ]
| Total event runtime *(including interval)* | Click here to enter text.***Note:*** *show start time will be 19:30 unless otherwise agreed*  |
| Interval | Choose an item.***Note:*** *interval will be 15 minutes long unless otherwise agreed* |
| Latecomers Policy | Choose an item.***Note:*** *This cannot be changed on the day. No audience will not be admitted past this point* |
| Audio/Video Policy | Choose an item.***Note:*** *This cannot be changed on the day* |

|  |
| --- |
| Section D: Event Schedule  |
| Activity | Date(s) | Additional dressing room *(please specify)* |
| Tech Rehearsals | *Start date:* Click to enter a date.*End date:* Click to enter a date. | Click here to enter text. |
| Dress Rehearsal | Click to enter a date. | Click here to enter text. |
| Show Night 1 | Click to enter a date. | Click here to enter text. |
| Show Night 2 | Click to enter a date. | Click here to enter text. |
| Show Night 3 | Click to enter a date. | Click here to enter text. |
| Show Night 4 | Click to enter a date. | Click here to enter text. |

|  |
| --- |
| Section E: Event Requirements |
| Does you event require technical support? | Choose an item.*If yes, have you booked Backstage for this event:* Choose an item.***Note:*** *events with simple fixed setups do not require technical support throughout the event. You can request the equipment needed in the section on equipment borrowing below.* |
| Backstage (BTS) contact *(if they are booked)* | Name | Email |
|  |  |
| Technical support request *(if you would prefer a causal tech or BTS are unable to support your event)* | *We can arrange technical support for you via our casual techs on request. Please provide as much detail as possible about your technical requirements (sound, lighting, staging, etc…) and we will get in touch.*Click here to enter text. |
| Equipment borrowing | *Please specify details of any other equipment you would like to borrow. For simple fixed setups (eg. one microphone, playing background music) we can provide the necessary equipment and setup without technical support being required.*Click here to enter text. |
| Room layout requirements | *Will you require tables and chairs for this event:* Choose an item.*If yes, please specify how many and in what layout:* Click here to enter text.*Will these be used for crafts or any other messy activity:* Choose an item. |
| Card Reader Request | *Would you like any card readers for this event:* Choose an item.*How many will you need:* Click here to enter text.*What amount should they be set to:* Click here to enter text.*What will these be used for:* Click here to enter text.***Note:*** *Card readers cannot be used to sell tickets* |

|  |
| --- |
| Section F: Additional Information |
| Is there anything else we need to know about your event? | Click here to enter text. |

|  |
| --- |
| Form completed by |
| *Name:* Click here to enter text. | *Date:* Click to enter a date. |