# The Edge Ticket and Front of House Information

This form must be completed and sent to SU Arts *(**su-arts@bath.ac.uk**)*. **The deadline for this is 3 weeks before your events**

In addition to this please send:

* a high-quality image to promote your event. Please make sure that you have the rights to use and distribute this image
* your event risk assessment (due 2 weeks ahead of the event)

|  |
| --- |
| 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 size | Click here to enter text.*Note: please ensure cast size does not exceed your total dressing room capacity* |
| Is Backstage booked for this event? | Choose an item. |

|  |
| --- |
| Section B: Show Information |
| Event description *(as you would like it to appear on your event page)* | Click here to enter text. |
| Age restriction  | Click here to enter text. |
| Content/trigger warnings | 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. |
| Will you be fundraising at this event? | Choose an item.*If yes, please specify:* Click here to enter text. |

|  |
| --- |
| Section C: 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 of will be charged (except where tickets are free)* |
| Discounts/offers | *Please specify details of any offers or promotions you would like to create (eg %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* |
| Seats to be reserved | Sound desk | Followspots | Filming *(date and positions)* |
| Choose an item. | Choose an item. | Click here to enter text. |
| *Note: speak with technical/filming crew to get this information* |

|  |
| --- |
| 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: 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. |

|  |
| --- |
| Event tasks tick sheet (For staff use only) |
| RA Received |[ ]  RA Approved |[ ]
| Tickets set up |[ ]
| PT discount code sent |[ ]
| Event Producer access granted |[ ]
| Duty manager assigned |[ ]
| Ushers assigned |[ ]
| Duty manager sheet filled in |[ ]
| Ticketing volunteer access granted |[ ]