



**TICKET INFORMATION AUTHORIZATION**

Please provide us with the header and footer information for your event tickets. Submit no later than one (1) month before your event. Online sales are not permitted until a signed copy of this form is received.

**SHOW DESCRIPTION:** (if more space is required, please email to [Rnewman@ellingtonarts.org](mailto:Rnewman@ellingtonarts.org))

**PLEASE CHECK ONE:**

RESERVED SEATING    GENERAL ADMISSION

**SHOW DATE(s):**

**Header Line 1 (PRESENTING ORGANIZATION)**

**(DO NOT CHANGE)**

**PRESENTS**

**Header Line 2 (SHOW TITLE)**

**Footer Line 1 (TICKET PRICE)**

**Footer Line 2 (DO NOT CHANGE)**

**NO REFUND NO EXCHANGE – TREAT TICKET AS CASH**

**PLEASE SIGN HERE**

**DEPARTMENT:**

By: \_\_\_\_\_

\_\_\_\_\_ **Date**

# Section Pricing Matrix (reserved seating)

You may have different prices for different sections.	Add a ticket price or N/A			
	Adult	Student	Senior	VIP
Orchestra Left	\$	\$	\$	\$
Orchestra Center Left	\$	\$	\$	\$
Orchestra Center Right	\$	\$	\$	\$
Orchestra Right	\$	\$	\$	\$
Balcony Left	\$	\$	\$	\$
Balcony Center Left	\$	\$	\$	\$
Balcony Center Right	\$	\$	\$	\$
Balcony Right	\$	\$	\$	\$

Check here if all seats are one price

Need assistance with event pricing? Give us a call – 202.298.1777 ext. 2670

**PLEASE SIGN AND RETURN THIS FORM TO THE OPERATIONS OFFICE**

**DEPARTMENT:**

By: \_\_\_\_\_

Date \_\_\_\_\_