

The L. Douglas Wilder Performing Arts Center
at
Norfolk State University
2401 Corprew Avenue Norfolk, Virginia 23504
Phone (757) 683-2061 Facsimile (757) 683-2064

BOX OFFICE/SHOW/TICKET INFORMATION

(To be completed and submitted with application. Must be on file before tickets can be placed on sale)

Show Title or Attraction: _____

Performance date(s) and time(s): _____

Approx. length of show _____ INTERMISSION: No. _____ Over at: _____

Producing Organization (if applicable): _____

Description of Show and/or Artist (Conversational, as you would like to have the Box Office say it to the ticket buyer) _____

Event Appeal: General _____ Adult _____ Youth _____ Ethnic _____ Minority _____ Other _____
Anything: Novel _____ Unusual _____ Innovative _____ Controversial _____
Explain: _____

Special Achievements of Star(s) (i.e., film, TV, Broadway credits; hit songs, awards; major concert tours; etc.) _____

First time _____? Return engagement _____? Last time here _____

Part of national tour _____? Other special considerations _____?

Notes: _____

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Date filed with Box Office _____, 19__ By _____

Tickets go on sale: _____, 19__

Date/Source of 1st newspaper ad: _____

Discounts: Seniors____ Students:____ Children:____ Groups:____
Other:_____

No compounded discounts. Amount of discount is \$_____

Other details? (Offer good until, etc.) _____

Type of Seating: Reserved/General Admission.

Promoters Comps _____

Act Comps _____

Center Comps/House Seats _____

Seats pulled for Technical requirements _____

Sight line restrictions _____

Special Handicapped/Wheelchair arrangements _____

Scale _____ Gross potential _____

Total Tickets _____

Box Office fees @ \$.25 per ticket pulled: _____

NSU Ticket Office Representative: **Mr. Orville Harris**

Address: **NSU Ticket Office**

Phone #: **(757) 683-9009/9225**

Signed _____ / _____	Signed _____ / _____
For The Lessee	L. Douglas Wilder Performing Arts Center
Date	Date