

ticketmaster®



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1170 Fenton Street, ROTORUA NZ
Phone: 07 349 5141
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TO: Rotorua Box Office

FAX #: 07 349 5142

EVENT SCHEDULE

Event Name

Section 1: Promoter Details	
Event Type (Eg. Concert/Theatre/Sport etc):	
Promoter's Company Name:	
Promoter's Contact Person's Name	
Promoter's Contact's Phone Bus:	
Promoter's Contact's Phone Mob:	
Promoter's Contact's E-mail:	
Promoter's Contact's Fax:	
Promoter's Web Site:	
Promoter Postal Address:	
Promoter Physical Address: (where tickets will be sent via courier)	
Alternate Contact Person's Name	
Alternate Contact's Phone Bus:	
Alternate Contact's Phone Home:	
Alternate Contact's Phone Mob:	
Alternate Contact's E-mail:	

Section 2: Venue Contact Details	
Name of Venue:	
Address of Venue:	
Venue Contact:	
Phone:	
Fax:	
E-mail:	

Web:	
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Section 3: Venue Capacities	
Ticket Capacities	
General Admission Standing	
General Admission Seated	
Reserved Capacity*	
Other Capacity	
Total Capacity	
* If reserved seating please attach a clear plan of sections, rows, seats, exits If restricted viewing, please indicate clearly on map and list section, row, seats	

Section 4: Sales Information and Channels			
		DATE	TIME
Is this event embargoed? If so please detail date embargo is lifted	Yes / No		
Public on-sale			
Public off-sale			
Preferential on-sale # 1			
Preferential off-sale # 1			
Presale Password			
Who is entitled to preferential bookings? Please provide full details # 1			
Preferential on-sale # 2			
Preferential off-sale # 2			
Presale Password			
Who is entitled to preferential bookings? Please provide full details # 2			
Preferential on-sale # 3			
Preferential off-sale # 3			
Presale Password			
Who is entitled to preferential bookings? Please provide full details # 3			

Standard offsale times

Sales continue throughout event.

All event tickets are stopped from being mailed out 7 days prior to the event.

Section 5: Performance Information				
Performance Title: (max 20 characters)				
PERFORMANCE*	DAY / DATE	START TIME	END TIME (Optional)	COMMENT
<ul style="list-style-type: none"> Signify previews/opening nights/final performances using the following codes O = Opening Night P = Preview Performance M = Matinee Performance F= Final Performance 				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

*Please attach additional performances if required

Section 6: Running Times	
Door Opening Time:	
Support Artist/s:	
Support Artist/s Start Time/s:	
Interval – Length of Time:	
Main Act – Start Time:	
Finish Time:	

Section 7: Ticket Text Layout

Please complete the grid as set out below starting all lines at Box 1. Spaces, commas & punctuation marks count as characters. The ticket text conveys important information to the seller, the patron and the venue so if you find that space is at a premium you may need to abbreviate or delete punctuation marks. Ticketmaster staff can assist with formatting your ticket if you are having trouble.

***** **26 CHARACTERS INCLUDING SPACES** *****

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
LINE 1																											LARGE FONT
LINE 2																											SMALL FONT
LINE 3																											SMALL FONT
LINE 4																											LARGE FONT
LINE 5																									SMALL FONT		
LINE 6	D	A	Y		M	O	N	T	H		Y	E	A	R		T	I	M	E								LARGE FONT

- Line 6 is usually reserved for the performance date & time.
- It is recommended that the Promoter’s name appears on the ticket text
- As Ticketmaster sells for events New Zealand-wide, it is also important to include the name of the city in which the event is to be held.

PLEASE NOTE:
THE TICKET LAYOUT ABOVE (IE. FONT SIZES AND CHARACTERS PER LINE) CAN NOT BE CHANGED.

*Please attach any additional ticket layout details to this form

Section 8: Ticket Details

Price suppressed complimentary ticket?	Yes		
Gate / Door Tickets?	Yes		
Barcodes?	Yes		
Is TicketFast to be added as a delivery option?	Yes / No		
Is Event available to all ages?	Yes / No		
If R18 - does ticket require notification, ie R18	Yes / No		
State ages / Restrictions	Child		
	Students		
	Pensioner		
	Seniors		
Are infants free?	Yes / No	Up to what age?	
Groups:			
Are Group Booking Discounts Available	Yes / No	What is the minimum quantity required for groups	
Any other Group Entitlements	Yes / No	Detail eg: 1 free ticket with every 10 purchased	
Do Groups have an allocation (or are they sold from best available)	* If sold into an allocation please detail in Section 10		

Section 11: Marketing

Ticketmaster offers Event marketing support for your Event (subject to availability). Please contact your Event Manager for details on how Ticketmaster Marketing can assist you through various channels: Internet, E-mail Marketing, Ticketing Fulfillment, Outlets.

Please Note: If Group Bookings are sold exclusively through Ticketmaster Groups Department, there is additional marketing support available through this channel. Please discuss with your Event Manager.

Section 12: Internet

Client website URL?	
Do we have permission to use content and/or images from the website?	
Please provide us with logos, images and maps as high resolution .jpg,	

Section 13: Reporting Requirements

	Event Summary Report (ADVSUM) Basic Summary of sold and unsold tickets, Separated by sale channel. Eg: Outlet, phone,etc	AUDIT Report Shows all sold seats today, to date and seat availability by price level	Combined Event Audit Report (CAUDIT) Shows all sold seats today, to date and seat availability by price level, from all shows together	Audit inclusive of qualifiers (VR QUAUD) Shows all sold seats, holds, comps and open seats by price level	Other (Please Specify)
Weekly					
Daily					
Event Day					
Other					

Reports Sent To:

First Contact:	
E-mail Address:	
Fax:	
Second Contact:	
E-mail Address:	
Fax:	

Please note all reports are on NET values, they do not include inside fees.

Section 14: Financial Details

Settlement

Due Date:	
Contact Person:	
Phone Number:	
Fax Number:	
E-mail Address:	
Preferred Method:	

Bank Details (please provide Bank deposit slip if possible)																					
Bank and Branch																					
Account Name																					
Account Number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
Additional Requirements																					

Section 15: Additional Information

Event Information for Customer (Synopsis etc)

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Sales Trends from previous events

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Important Sales Information for our sellers

Is this a Membership/Season Pass Campaign? If yes, Please add details at the end of this document	
Is there a preferential booking campaign? If yes, Please add details at the end of this document	
Groups:	For all group booking please contact Ticketmaster on (09) 970 9700
Main Gate/Box Office Address	
Venue Pick-up available from: (Address, contact name, time tickets can be collected from)	Main Box Office located in the Foyer. Rotorua Convention Centre 1170 Fenton Street Mon-Fri 9:00am-5.30pm Sat/Sun Closed
Disabled access (where/how)	
Disabled parking available from:	
Public parking available from:	
Public transport options to venue	
Latecomers	

Are we selling Corporate tickets?			
If No, what is contact info?			
Are any of the following available?	Bar	Yes / No	
	Food	Yes / No	
	Merchandise	Yes / No	
Licensed Venue?	Yes / No	BYO	Yes / No
Can customers take their own food?			
Are there any prohibited items? ie prams, chilli bins, fold up chairs etc.			
What cameras are permitted?	Camera	Yes / No	
	Video	Yes / No	
	Flash	Yes / No	

OFFICE USE ONLY	DETAILS	
Event Codes		

Please Note:

- Any changes to the event setup once this document is signed off will be a change request. Approval of the change request is at Ticketmaster's discretion and must be given at least 3 working days before the on sale date for General Admission Events and at least 5 working days before the on sale date for Reserved Seating Events.
- One working day before the onsale date an event, a change freeze is in place and NO changes to the event setup will be accepted after that time. In cases where a change must occur within the 24 hour period before an event on sale date, an exceptions request must be logged with the Ticketmaster Account Manager for approval.

By signing this document, I verify that the information contained within this document is correct.

Promoter's Signature: _____

Promoter's Name: _____

Date: _____

Ticketmaster Account Manager: _____

Account Manager's Name: _____

Date: _____