

## Advance Ticketing Event Contract

[www.BosTix.org](http://www.BosTix.org)

**BosTix** is the discount ticketing program of ArtsBoston selling 1/2 price tickets to local theater, music and dance performances – from touring blockbusters to hot local productions. Questions? Contact the BosTix Advance Ticketing Manager Kami Smith  
[kamis@artsboston.org](mailto:kamis@artsboston.org) (617) 262-8632 x225

In order for your event to populate on BosTix.org, **YOU MUST ADD YOUR EVENT TO OUR CALENDER LISTING SITE ARTSBOSTON.ORG.**

All event content for BosTix.org, including descriptions, event imagery, run dates and times, now come directly from your ArtsBoston.org event listing!

- You only have to enter information on one site for it to populate both ArtsBoston.org and BosTix.org. If you need your user login information for ArtsBoston.org, **please contact our Digital Programs Manager, Ruvi Perumal, at [ruvip@artsboston.org](mailto:ruvip@artsboston.org)**
- You now have more control over changes to messaging for your performances on BosTix.org. Simply edit your ArtsBoston event listing and this will change across both sites.

### **Contact Information**

Member Group:	
Contact Name:	
Telephone:	
Email:	

### **Event Information**

Event Category (Theatre, Music, Dance or Comedy):	
Full Title of Event (as listed on ArtsBoston.org):	
Location of Event:	

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### Accessibility Information

Yes / No / Other (e.g. parking on street)

Wheelchair Accessible:	
Assisted Listening Devices:	
ASL Interpreted (list dates if yes):	
MBTA Accessible:	
Free Parking:	

### BosTix Junior Information

Select suitable age or grade range for young audiences:

Under 10	10-12 yrs	Young High School	Older High School	All Ages
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Please select any helpful indicators:

Coarse language	Violence	Sexual content/language	Nudity	Adult subjects
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### Ticket Fulfillment

Ticket sales end at 11:59pm the night before the performance for weekdays, 11:59 on Thursday nights for weekends. Unless previously discussed with BosTix Advance, all shows will receive a will-call list via e-mail on the morning of weekday performances, and Friday morning for weekend performances.

Please list contact information for your Box Office or Ticketing Manager. List as many names as necessary.

Note: if you are working with a venue box office, please list **both** the Box Office Manager **and** your organization's designated ticketing staff member.

Name	Phone	Email address



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### BosTix.org Terms and Conditions

The Producer agrees to reserve the specified number of tickets (a minimum of 50) at the indicated face values for all performances listed. If ArtsBoston sells out of the number of tickets reserved, the maximum may be increased with the Producer's permission. Producer reserves the right to add or reduce the allotment at the producer's discretion.

Reimbursements are submitted for processing the Tuesday after the final performance of the run. Please expect your check to arrive no more than two weeks after the final performance. Payment per ticket is half of the face value less a \$1 production and marketing fee.

*Please note: if you owe ArtsBoston money for any reason, if your membership with ArtsBoston is not up to date or if ArtsBoston does not have a signed copy of the event form, ArtsBoston will withhold your reimbursement until all these matters are settled.*

Listing with BosTix further promotes your performances through:

- Inclusion in the BosTix Advance Weekly email to over 40K subscribers
- Inclusion in the BosTix Jr Weekly email to 15K subscribers for all family-friendly programming
- Exposure on BosTix.org with over 40K unique visitors per month
- Free access to full contact information for patrons that purchase your tickets on BosTix
- Social media promotion on ArtsBoston's Facebook (over 3300 fans as of 5/1/11) and Twitter (over 5300 as of 5/1/11)

***By submitting this form, I acknowledge that I have read and agree to ArtsBoston's Terms and Conditions. Please initial below (type initials for electronic submission).***

Name \_\_\_\_\_

Initials \_\_\_\_\_

**Please email completed contract to BosTix Advance Manager Kami Smith - [kamis@artsboston.org](mailto:kamis@artsboston.org) and BosTix Advance Assistant Manager De'lon Grant - [delong@artsboston.org](mailto:delong@artsboston.org).**