

Using the Corn Exchange Box Office as your Ticket Agency

Please complete the below form and send to katew@cornexchangenew.co.uk

SHOW TITLE (as you wish it to appear on the tickets)	
COMPANY	
EVENT DATE	
EVENT TIME	
VENUE including full address	
VENUE DETAILS Is the event reserved or unreserved seating? The Corn Exchange has many local venues set up in the system but will require the seating capacity and layout (if reserved) for new venues.	
TICKET PRICES (Please detail all price types, being specific i.e. instead of 'children' please clarify if this is under 16, under 19 etc. and seniors, over 60 or over 65) Please specify if you offer a discount for disabled patrons or a free career ticket.	
TEXT Please supply text for the website listing (if required) and box office information. No more than 100 words – please include information about the show / production, rather than the company.	
IMAGE Please provide a good quality image which is 720x367 pixels (landscape) and which has no text on it – a clean image only Email a jpeg rather than paste in this form.	
Contact details Name, address, telephone and email	

<p>Booker collection information – would you like to collect the tickets awaiting collection from the box office and /or have a list of bookers emailed to you? Please specify the email address you'd like information sent to.</p> <p>What time would you like us to stop selling on the day of the event?</p>	
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