

# **WALLIS ANNENBERG CENTER FOR THE PERFORMING ARTS**

## **Rental Event Ticketing Service Packages**

Rental events utilizing the 500-Seat Bram Goldsmith Theater or the 150-Seat Lovelace Studio Theater are required to use The Wallis Ticketing Services. No General Admission Seating events are allowed in either Theater, unless by special arrangement.

### **NON-PROFIT ORGANIZATIONS TICKETING PACKAGE (Must be a 501-C-3 organization)**

#### **\$1,000 – Includes the following:**

- Ticket stock, design, printing and will call envelopes
- Required: The Wallis Ticket Services seats your event in The Wallis' Tessitura Ticketing System (client must provide seating list at least 3 days in advance) and provides additional ticketing advice
- Renter must provide Check-In table for event Will Call
- WACPA Box Office presence day of event for any ticketing/seating issues

#### **\$2,000 - Includes the following:**

- Ticket stock, design, printing and will call envelopes
- Professional Customer Service for on-line, call in and walk-up sales as well as day of event. WACPA Box Office presence for sales and Will Call assistance
- A Link to purchase tickets on-line (No Marketing presence on The Wallis Website)
- Optional use of The Wallis Box Office Will Call or Renter may distribute tickets at Check-In table provided by Renter
- Final Box Office Settlement Report within 5-days of event (weekly updates available)

### **EVENT MARKETING PRESENCE ON THE WALLIS WEBSITE - ADDITIONAL FEE: \$500**

- Includes presence on The Wallis' Website as a "Leased Event" with event and ticketing information. Requires seven (7) working days for implementation from receipt of content.

### **CORPORATE/INDIVIDUAL (FOR-PROFIT) TICKETING PACKAGE**

#### **\$2,000 – Includes the following:**

- Ticket stock, design, printing and will call envelopes
- Required: The Wallis Ticket Services seats your event (client provides seating list at least 3 days in advance) in The Wallis' Tessitura Ticketing System and provides additional ticketing advice
- Optional use of The Wallis Box Office Will Call or Renter may distribute at Check-In table provided by Renter
- WACPA Box Office presence day of event for any ticketing/seating issues

**\$3,000 – Includes the following:**

- Ticket stock, design, printing, mailing of tickets including postage, and will call envelopes
- Professional Customer Service for on-line, call in and walk-up sales as well as day of event. WACPA Box Office presence for sales and Will Call assistance
- A Link to purchase tickets on-line (No Marketing presence on The Wallis Website)
- Optional use of The Wallis Box Office Will Call or Renter may distribute at Check-In table provided by Renter
- Final Box Office Settlement Report within 5-days of event (weekly updates available)

**CREDIT CARD FEES**

The Wallis will retain 3.5% for credit card fees on all tickets purchased via credit card. The Wallis accepts Visa, MasterCard, Discover, American Express, checks and cash.

All credit card refunds will incur a 5% charge in addition to the 3.5% fee applicable to the initial ticket purchase.