



Box Office @SSAC

The SSAC is happy to announce a new service to its members. With our new location we are able to provide a "Box Office" service for your ticketed events. If you have a general admission event you can let people know that they can purchase tickets at our store during our business hours.

How to get your tickets at the SSAC:

- Fill out our Box Office Event Form
- Provide us with the tickets to your event
- Provide a jpg of your poster to be placed on our website & social media (optional)
- Provide us with 2 copies of your printed show poster (optional)

Other Details:

- Sales are CASH ONLY.
- In order to keep things simple, we request that if you charge HST that the cost be included in the total cost of the ticket.
- You may use the following copy regarding ticket sales in your marketing:
Tickets available at South Simcoe Arts Council (or you may use SSAC) at 41 Victoria St. E, Alliston
- may not use the SSAC logo or website on your posters or marketing.
- You may come in as often as you like to check on sales and pick up your funds. However, please note that only an SSAC staff member or authorized volunteer can issue your funds to you. You may wish to call in advance to make sure someone will be available to assist you if you need to pick up funds.
- We will collect the following information regarding your ticket holders: *Name, Email, Phone Number*. We will keep a copy of these contacts for our records and provide you with the original if you would like it. This information will only be used by SSAC and will not be shared with outside parties.

SSAC Box Office Event Submission Form

Name of Contact: _____

Name of Company: _____

Phone: _____

Email: _____

Website: _____

Facebook Page: _____

Name of Event: _____

Location of Event - Location Name: _____

Address: _____

Date #1: Month _____ Day _____ Year _____ Day of Week _____

Date #2: Month _____ Day _____ Year _____ Day of Week _____

Date #3: Month _____ Day _____ Year _____ Day of Week _____

Date #4: Month _____ Day _____ Year _____ Day of Week _____

Ticket Price #1: \$ _____ Description _____

Ticket Price #2: \$ _____ Description _____

Ticket Price #3: \$ _____ Description _____

Ticket Price #4: \$ _____ Description _____

<p>EXAMPLE: Date #1: Jan 1, 2016 Friday Date #2: Jan 2, 2016 Saturday Date #3: Jan 8, 2016 Friday Ticket Price #1: 12.00 Description: Student Ticket Price #2: 15.00 Description: Adult</p>
--

Description of your event: _____

Additional Information: _____
