Helena Civic Center Ticket System Data Sheet

(Must be completed and returned 1 week prior to on sale date)

Name	e of Show:		Date tickets go on sale:						
Date	(s) and Time(s	s) of Show: _					· · · · · · · · · · · · · · · · · · ·	_	
Email:Full Mailing Address				Phone #: Fax #: x office for daily reports can be established if re			Login: PW:		
Ticke Pleas word displ	et Face: se print in exact ds what you war layed on the tic cal example: 1- promoter na	t it ket							
	2- show name		Helena Civic Center						
	3 - day and da ⁻ 4- time		ection 1	No Refunds, No Exchanges Row: A			Seat: 1		
deter <u>Ticke</u>	rmine if a 3 sec eting Format:[tion arena or □General A	a 4 section aren dmission □Res	ena for ADA acces a set up will work b erved □Combin suit your show nee	pest for your sh ation <u>Arenc</u>	ow. 1 Setup:□3 Se	ction□4 Se		
Plea	ase view the sec	ating formats you will use (d lease note th	at helenacivicce do not include an at once show go	enter.com/rti and coments here, to be the coments on sale the coments in the come	choose a format chose will be list infiguration car	based on how nted elsewhere). nnot be changed	nany <u>ticket pr</u> i		
Based unsure are lis	d on the seating e which pricing sted under the	format you o areas exist f map. If disco	chose above, list for your seat for ounts exist, pleas	the adult ticket pr mat, see the seating se list each applical up discount, if appl	rice for each co ng format map. ble area. If any	rresponding are The areas used	a. If you are for each form		
		Adult	Child()	Student()	Senior(+)	Group(+)	Special		
	VIP			,		/\/	<u>'</u>		
	Premium								
	Select								
	Economy								
	Anono								

ADA accessible seats reserved: Rows E & F in Arena 1 & 2 (22 seats)

House trouble seats held (not for sale): Row D in Arena 1 & 2 (10 seats)

Civic Center reserves the right to substitute other trouble seats as may be necessary

House sightline seats held: As determined necessary by Civic Center management

other red please sp	isons that t ecify needs	there may be lir s below.	seats in the arena for an nited sight from certain	seats and the	refore will ned	ed to block specific s	eats;
		/es (If yes, con tion/number c	nplete applicable lines be of seats:	elow) \square No	(If no, skip ti	he rest of this section	n)
Promote	r Sound/L	ight Board loc	ation/number of seats	;			
Addition	al sightlin	e seats to be	blocked from sale:				
are printe Printed to requests fee. Ticko pick up ti	ed, you will ickets may to print, re ets may be	be charged for be returned and clease or add co picked up durin	ickets for sponsors, show them. Held tickets may d relisted for public sale imp tickets to <u>Bjohnston</u> ig regular box office hou ore-printed. You may hold	be released a for a fee. At <mark>@helenamt.go</mark> rs. Please give	t no charge an tach a second <u>v</u> . Mailed ticke advance notic	nd relisted for public sheet if needed. Ema ets will be charged a s ce when sending some	sale. iil \$2 mailing
	# Tickets	Area	Reason (optional)	Print or Hold	Comp Y or N	Pick up by or Deliver to	- -
Addition	al needs:_						
	•	•	ow for the ticketing wo			•	
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	 	

Images added to the ticketing website are very effective but must be sent to us in a useable format.

** Email a jpg or png image, size 250 x 250 pixel in RGB color to bjohnston@helenamt.gov **

Please call or email if you have any questions about how to complete the ticketing agreement.

Box Office Phone: 406 447- 8481
Box Office Email: bjohnston@helenamt.gov

Ticket website: http://www.helenaciviccenter.com