MANSFIELD BOX OFFICE SHOW BUILD FORM

The lines with an * are required information

***Promoter Name/Address/Phone/E-mail:**

***Seat Map Information:** (For new venues provide a full color JPEG, no bigger than 21000 bytes, along with section/row/seat count)

***Name of Event/Show:**

***Date(s) of Event:**

***Event Description:** (Please include information that public will want/need to know and that will make them want to come to THIS event)

***Ticket Price(s):** (Please include any discounts or special offers – when they start/end and who is eligible)

***Event Start Time:** (On sale time will always be 9:00 a.m. MST unless otherwise requested)

***Event End Time:**

***Links to Any Websites?** (Please provide web addresses)

***Intermission:** ☐Yes (how many minutes into the show ____ ☐No ***Seating:** ☐Reserved ☐General Admission

***Merchandise:** ☐Yes ☐No **Do you need a staff a person to sell?**

***Sight Holds:** (Number of seats + location)

***Sound Holds:** (Number of seats + location)

***Media Promotion Holds:** (Number of seats + location for reserved shows; include when to release or hold indefinitely)

***Show Holds:** (Number of seats + location: include when to release or hold indefinitely)

***Sponsor Holds:** (Number of seats + location; include when to release or hold indefinitely)

***Fan Club Holds:** (Number of seats + location; include when to release or hold indefinitely)

***Description of any Other Holds:** (Number of seats + location; include when to release or hold indefinitely)

***Is this Event/Show Part of a Package? If yes, What Other Shows are Involved?**

- When do package sales start? When do package sales end?
- When do individual sales start?
- Please describe how the packages work, any special pricing for the packaging, etc

***Autographs or Meet and Greet?** ☐Yes, location: _____ ☐No

***Start Date for Sales:** (please allow 2 weeks after receipt of all required information)

***Full Color JPEG Image –** email to ticketing@greatfallsmt.net – Note show build allows use of two different images

INFORMATION NEEDED FOR CASH OUT

To pay out the ticket revenue at the completion of an event, please provide the following. Sorry, no advances or cash payments. Payment is made no sooner than the first business day after the event.

*** W9 Tax Form**

*** Check: Payable To: _____**

*** Electronic Wire Transfer**

- Tax ID number
- Name on bank account
- Bank name, account number, account routing number

For questions on your cash out/final settlement, please contact:

Events Supervisor Dona Hughes . 406-455-8495 . dhughes@greatfallsmt.net

FREQUENTLY ASKED QUESTIONS

The Mansfield Box Office has exclusive rights to electronic ticketing for all events held in the Mansfield Center for the Performing Arts/Civic Center; use of the Mansfield Box Office is required for all events contracted by non-residents of Great Falls. Non-residents are prohibited from sub-contracting through residents or other local groups for ticketing services.

For Advertising/Informational Purposes, Please Use (all advertising expenses are the responsibility of the promoter)
Mansfield Box Office
Located in the Mansfield Convention Center of the Civic Center (use the "C" door on the SW side of the building)
2 Park Drive South * Great Falls, MT 59401
Regular Hours: Monday-Friday, 9:00 a.m.-4:30 p.m., 406-455-8514
Event Hours: 1.5 hours before start time of event and up to 1 hour after the start of the performance
Additional Hours: $25 hour 2 hour minimum/per person, please refer to Use Permit
24/7: http://ticketing.greatfallsmt.net

Media Contacts
Television

- KFBB – ABC Affiliate and Fox Affiliate www.kfbb.com, 406-453-4377, Marty Wilcox: martyw@maxmontana.com
- KRTV – CBS Affiliate, www.montananewsstation.com, 406-453-2431
- KBGF – NBC Affiliate, www.beartoothnbc.com, 406-761-1666
- Bresnan – Cable TV, wwwadvertiseonbresnan.com, 406-452-4111, Anna Palagi

Radio
Cherry Creek Radio, 406-761-7600

- KLFM 92.9 FM Good Time Oldies
- K99 Adult Contemporary
- KMON 560 AM Country
- KMON 94.5 FM "The Max" Country
- KVVR 97.9 FM "The River" Lite Rock Favorites

Fisher Radio, 406-761-2800

- STAR 101.7
- KQDI 106.1 FM "Q 106" Classic Rock
- 102.7. FM "Sam" Retro 1980s
- KIK FM

Great Falls Tribune, www.greatfallstribune.com, 406-791-6578

Lively Times, www.livelytimes.com, 406-644-2910

Facebook
Please "like" us on Facebook and note that patrons may also purchase tickets from the Mansfield Center for the Performing Arts Facebook page: http://www.facebook.com/mansfieldcenterfortheperformingarts

Promoters Do Their Own Marketing (Mailings/E-mail Blasts)
Promoters have access to their ticket buyer's information 24/7 via their promoter log-in to use for mailings, for special offers, e-mail blasts, show updates etc.

- Promoters with shows currently on sale may access ticket buyer information 24/7 via their promoter log-in.
- Promoters are sent ticket buyer information for every show sold through our ticket system within the week following their show and should retain this information for future mailings, e-mails, promotions, etc.

Patron Email/Email Blasts
Promoters may hire the services of the Mansfield Box Office for email blasts. We use Constant Contact: please visit their website (www.constantcontact.com) to assure the information you provide meets their specifications. E-mails are selected by type of show: for example: Comedy, Dance, Drama, Musicals, Family Entertainment, etc.
Our services:

- The fee is a minimum of $100 (an estimate for the email blast will be provided at the time of the request; it will be based on the number of emails to be sent).
- Requests and all material for the blast need to be provided a minimum of 7 working days in advance (to avoid a $350 rush fee).
- All material for the blast needs to be provided:
  - Subject line: _____
  - Image/Content: visit www.constantcontact.com/search/index.jsp?q=image+specifications+ (images must be 100KB or 600 pixels wide with the maximum width being 800 pixels. The height does not affect the upload).

Poster Distribution Service
Service for poster distribution may be hired through *Quality Life Concepts*. They provide a standard distribution of posters to businesses in Great Falls that accept posters and charge a flat fee per poster. Please contact them to make the necessary arrangements and for a price quote, 406- 452-9531.

Complimentary Promotion by the Mansfield Events Office
Events will be included in the following City media at no charge if we are selling tickets:

- Ticketing site: http://ticketing.greatfallsmt.net
- Calendar of Events on the City's Mansfield Events pages: http://www.greatfallsmt.net/calendar?dept=309
- Electronic message board (located outside on the NE corner of Civic Center's property)
- Mansfield Facebook page: www.facebook.com/mansfieldcenterfortheperformingarts
- Mentioned during our weekly radio interviews with KINX (Star Radio)

Mansfield Theater Capacity
1782

- 919 on main floor*
- 282 in loge (lower balcony)
- 581 in upper balcony

*Note: typically the main floor requires 42 sight holds and 25 sound holds, determined by your Technical Rider, which may reduce seating to 852

Mansfield Convention Center Capacity Options
All are based fire code regulations using combinations of furniture and people. Please work with our Event Coordinator for additional options, 455-8510.

- 2,200: Standing room only with the stage
- 1,100: Theater setup with stage
- 800: Banquet setup with seating at tables of 8

Establishing Ticket Price
Ask us how we can help you determine what tends to sell in this market. For example, most promoters offer one price for all tickets with an increase on the day of the event. Reduced pricing for four (4) or more tickets is also popular. In the Mansfield Theater prices based on seat location – a high price on the main floor and the loge and a reduced price in the upper balcony – is also popular.

Miscellaneous Box Office Fees

- Permit Holder agrees to pay $350 rush charges for shows needing to go on-sale with less than 2-weeks notice (no show will be put on sale without signed Use Permit and payment of minimum).
- 25 hour with 2 hour minimum/per person to extend the hours of the Box Office beyond our regular hours
    - Regular hours: Monday-Friday, 9:00 a.m.–4:30 p.m.; and 1.5 hours before start of an event and up to 1 hour after the first act begins
- **In the event of a postponement or cancellation,** the Permit Holder agrees to reimburse and/or have withheld from revenue or deposits, $8 per order for any/all orders needing to be cancelled and refunded; plus pay 3% reimbursement fee for tickets charged by credit card.
- In the event of a postponement or cancellation, The Mansfield Box Office may be hired to notify ticket buyers, call for an hourly quote. **Fee is payable at least one work day prior to fulfillment of this service.**

Ushers/Ticket Takers/House Manager
For events held in the Mansfield Theater these positions are filled by the Events Office and are complimentary to the Permit Holder. If the Events Office determines Permit Holder has exceptional front of house staff needs, additional ticket takers and ushers will be hired at a flat fee of $49 hour 4 hour minimum/per person. For 4 or more hours the rate is $12.50 hour 2 hour minimum/per person. For events held in the Mansfield Convention Center, Permit Holder may make arrangements to hire our staff at a fee of $12.50 hour 2 hour minimum/per person. Please make arrangements 30 days prior to event date.

Outlets
The Mansfield Box Office does not provide support for outlet ticket sales. Outlet ticket sales will be sold through the Mansfield Box Office and considered paid. Tickets will be provided to the Permit Holder agrees to take all responsibility for distribution and revenue collection from the outlet(s).

Complimentary Tickets
Complimentary tickets issued over 30 are subject to the fees outlined in the Contract. We recommend promoters provide the Box Office a list of all complimentary ticket recipients – including the number of tickets per person or party, the location of the seats and the name/address of the recipient – prior to going on sale. Tickets will only be filled if requested by parties on the list or if requested by the promoter (to help hold down costs and the number of free tickets issued). Many promoters have also found success by issuing letters to patrons receiving complimentary tickets asking them to exchange

the letter for the tickets – again, this assures that only patrons who want to use the complimentary tickets take advantage of the offer, helps hold down costs, and makes additional seats available for sale when complimentary ones aren't filled. We ask that all complimentary tickets requests be filled during regular hours and not done "at the door."

Box Office Ticket Reports
The Mansfield Box Office provides the following reports at no charge; additional reports may be requested for $150 per report (to be withheld from revenue or deposit). Quotes for custom reports may also be requested, please provide a minimum of two months notice.

- Performance Report
- Credit Card Report
- Ticket Buyer Report
- Seat Manifest

Policies
Permit Holder agrees to comply with the Mansfield Box Office policies found at http://ticketing.greatfallsmt.net.

Merchandise Sales
20% of gross sales due immediately following the event. There is no sales tax in Montana. The 20% is charged regardless if the venue sells or the show. Additional sales people may be added for $25 hour 2 hour minimum/per person.

Concessions
Concessions are provided for events in the Mansfield Theater. For events in the Mansfield Convention center Permit Holders may make their own concession arrangements.

CONTACT US

PO BOX 5021
GREAT FALLS, MONTANA 59403
Phone: (406) 455-8514; Fax: (406)455-8518; E-mail: ticketing@greatfallsmt.net
Like us on Facebook http://www.facebook.com/mansfieldcenterfortheperformingarts