



Submit Your University Arts Events and News!

The School of the Arts arts365 Calendar brings the university closer to the community, thanks to your help! Please let us know about the events, shows, openings, concerts and lectures you sponsor or host (on and off campus, around the state, around the world), as well as notable faculty and student news and information such as awards, publications of books and articles, conference presentations, keynote addresses, etc.

(And remember to encourage your patrons to visit the arts365 Calendar online at: www.unr.edu/arts.)

For your events to be included in the Fall, Spring and Summer arts365 Calendars, please observe the following deadlines. For notable and/or late-breaking news, please submit information as it becomes available. For more information call CJ Walters at (775) 784-4046 or email: arts365@unr.edu.

Fall arts365 Calendar deadline:

June 1 for events happening August 1 - December 31

Spring arts365 Calendar deadline:

November 1 for events happening January 1 - May 31

Summer arts365 Calendar deadline:

March 1 for events happening June 1 - August 15

Return to: SOTA/MS 226,

Fax to (775) 327-6896 or email: arts365@unr.edu

Arts Events and News Information

Contact Name: _____

Contact Phone and Fax: _____

Contact Email: _____

Name of Event: _____

Presented by: _____

Date and Times: Date(s): _____ Beginning time: _____ End time: _____

Place: _____

Event Website: _____

Description of Event or Notable News:

(Please attach photos when available and include musical selections and composers, etc.)



Audience Advisory (Explain): _____

Ticket Information: All arts events must use the Lawlor Events Center Box Office and complete a ticketing agreement before tickets go on sale.

IF THIS EVENT IS TICKETED, PLEASE COMPLETE THE REST OF THIS DOCUMENT

TICKET HANDLING AGREEMENT SCHOOL OF THE ARTS – LAWLOR EVENTS CENTER

The following is an agreement between

_____ ,

Hereinafter referred to as "Presenter," and Lawlor Events Center, hereinafter referred to as "Lawlor," to handle ticket sales for the following:

(Name of event) _____

1. Performance Dates: Perfomance Times: No. of tickets available:

2. Seating Arrangements:

(check one): general admission reserved

(Note: If necessary, please include a seating chart of your venue with any house seats or trouble seats clearly marked; these will not be sold to the general public without approval. OR: complete 3 and 4 below, if applicable).

3. Number of trouble seats to be reserved _____ Location _____

4. Number of house seats to be reserved _____ Location _____

5. Tickets will go on sale for this event on (day) _____ (date) _____

6. Lawlor is equipped to handle door sales. Lawlor will, unless notified otherwise, open the box office in the Church Fine Arts Building one hour prior to show time for such sales and will-call. The box office will remain open 15 minutes after the start of the show.

Name of Event _____

7. Lawlor will provide, unless otherwise notified, two door-sales ticket sellers on the day of show. Requests for fewer or additional personnel must be made a minimum of ten (10) days prior to day of the show.

8. Ticket Prices: Please indicate all ticket categories below (general, student, senior, etc.) and the price for each category. Additional categories/prices may be attached.

Category	Price	Location in Venue (if applicable) or other information
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____
i.	_____	_____
j.	_____	_____
k.	_____	_____
l.	_____	_____
m.	_____	_____
n.	_____	_____
o.	_____	_____
p.	_____	_____
q.	_____	_____
r.	_____	_____
s.	_____	_____
t.	_____	_____

9. Special conditions: Please list any conditions or requirements (student ID, etc.) necessary for ticket processing below

Name of Event _____

10. Ticket header information: Six lines are available for you to provide information for this show. No line may be more than 26 characters. If you do not wish to provide specific header information, a default header will be used: Location of venue, Church Fine Arts Building, UNR, title of event, day, date and time. (The price is printed on the sides.)

Line 1 (bold) _____

Line 2 (small) _____

Line 3 (small) _____

Line 4 (bold) _____

Line 5 (small) _____

Line 6 (bold) (Reserved for day, date and time of show) _____

11. Lawlor has a policy of no refunds or exchanges on tickets sold.

12. The following fees will be charged by Lawlor and deducted from the Presenter's receipts as stated on Lawlor's final report:

- a.) A handling fee of \$0.75 per ticket printed by Lawlor;
- b.) A handling fee of \$0.10 per complimentary ticket printed;
- c.) Credit card sales will be assessed a 2.9% fee on the total amount charged through Lawlor ticket sales; and
- d.) Labor charges for ticketing personnel as provided by Lawlor on the night of the show.

13. Complimentary tickets or special discounts will be authorized in writing only by the contact person designated by the Presenter. Complimentary tickets will be released only after Lawlor has received a list of individuals eligible to receive them. Complimentary tickets cannot be processed by phone. A full written explanation of any special discounts or passes will be furnished to Lawlor prior to tickets going on sale or the release of passes or discounts to the public.

14. Lawlor will receive ALL promotional information regarding the event in order to satisfactorily answer questions from ticket purchasers.

Name of Event _____

15. Lawlor will prepare a final report at the conclusion of the event, with all accounting information mailed to the Presenter at MS _____. If you would like the proceeds deposited into a particular account, please note the account number here: _____ - _____ - _____. Money will be transferred upon your receipt and approval of show expenses. This and all receipts (minus fee deductions) will be delivered to the Presenter within five (5) working days after close of event.

16. An individual shall be designated by the Presenter to act as a Contact with the Box Office: This designee will answer all pertinent questions regarding the event as well as authorize any complimentary tickets or special price discounts. NOTE: At the conclusion of your event, the ticket settlement / financial report will be sent to this person for review and approval as noted in the previous paragraph.

Name: _____

Phone: _____ **Fax:** _____

Campus Mail Stop: _____

17. Other necessary information:

18. Signatures:

Signed: _____, Presenter, _____ Date

_____, Lawlor, _____ Date

RETURN THE ARTS365 EVENT FORM AND TICKET AGREEMENT TO THE SOTA MAILBOX IN THE DEPARTMENT OF MUSIC AND DANCE.