# The Edge Ticket and Front of House Information

This form must be completed and sent to SU Arts *(*[*su-arts@bath.ac.uk*](mailto:su-arts@bath.ac.uk)*)*. **The deadline for this is 3 weeks before your events**

In addition to this please send:

* a high-quality image to promote your event. Please make sure that you have the rights to use and distribute this image
* your event risk assessment (due 2 weeks ahead of the event)

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| Section A: General Information | | |
| Event name | Click here to enter text. | |
| Society | Click here to enter text. | |
| Venue | Click here to enter text. | |
| Event date(s) | *Start date:*  Click to enter a date.  *End date:*  Click to enter a date. | |
| Event contact | Name | Email |
| Click here to enter text. | Click here to enter text. |
| Contact for ticket reports *(if different)* | Name | Email |
| Click here to enter text. | Click here to enter text. |
| Total cast size | Click here to enter text.  *Note: please ensure cast size does not exceed your total dressing room capacity* | |
| Is Backstage booked for this event? | Choose an item. | |

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| Section B: Show Information | | | | |
| Event description *(as you would like it to appear on your event page)* | Click here to enter text. | | | |
| Age restriction | Click here to enter text. | | | |
| Content/trigger warnings | Click here to enter text. | | | |
| Other warnings required | Smoke and haze effects | Strobe lighting | Stage weaponry | Pyrotechnics |
|  |  |  |  |
| Total event runtime *(including interval)* | Click here to enter text.  *Note: show start time will be 19:30 unless otherwise agreed* | | | |
| Interval | Choose an item.  *Note: interval will be 15 minutes long unless otherwise agreed* | | | |
| Latecomers Policy | Choose an item. | | | |
| Will you be fundraising at this event? | Choose an item.  *If yes, please specify:* Click here to enter text. | | | |

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| Section C: Ticket Information | | | | |
| Ticket Price | Standard | Concession/Student | | Other *(please specify)* |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| *Note: an additional booking fee of will be charged (except where tickets are free)* | | | |
| Discounts/offers | *Please specify details of any offers or promotions you would like to create (eg %off to society members)*  Click here to enter text. | | | |
| Capacity required | Choose an item.  *If other, please specify:* Click here to enter text.  *Note: any other layout will need to be approved by SU staff* | | | |
| Seats to be reserved | Sound desk | Followspots | Filming *(date and positions)* | |
| Choose an item. | Choose an item. | Click here to enter text. | |
| *Note: speak with technical/filming crew to get this information* | | | |

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| Section D: Event Schedule | | |
| Activity | Date(s) | Additional dressing room *(please specify)* |
| Tech Rehearsals | *Start date:* Click to enter a date.  *End date:* Click to enter a date. | Click here to enter text. |
| Dress Rehearsal | Click to enter a date. | Click here to enter text. |
| Show Night 1 | Click to enter a date. | Click here to enter text. |
| Show Night 2 | Click to enter a date. | Click here to enter text. |
| Show Night 3 | Click to enter a date. | Click here to enter text. |
| Show Night 4 | Click to enter a date. | Click here to enter text. |

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| Section E: Additional Information | |
| Is there anything else we need to know about your event? | Click here to enter text. |

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| Form completed by | |
| *Name:* Click here to enter text. | *Date:* Click to enter a date. |

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| Event tasks tick sheet (For staff use only) | | | | |
| RA Received |  | | RA Approved |  |
| Tickets set up | |  | | |
| PT discount code sent | |  | | |
| Event Producer access granted | |  | | |
| Duty manager assigned | |  | | |
| Ushers assigned | |  | | |
| Duty manager sheet filled in | |  | | |
| Ticketing volunteer access granted | |  | | |