# The Edge Ticket and Event Information Form

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

This form should be filled in for all events held in the Edge which are not society rehearsals or other regular activity. Depending on your event, you may not need to fill in all sections. Please note all Edge Theatre and Weston Shows must be ticketed

In addition to this please send:

* a high-quality image to promote your event (for ticketed events). You must have the rights to use and distribute this image
* your event risk assessment (due 2 weeks ahead of the event)

|  |
| --- |
| Section A: General Information *(all events)* |
| 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/participants number | Click here to enter text.*Note: for shows, please ensure cast size does not exceed your total dressing room capacity* |

|  |
| --- |
| Section B: Ticket Information *(ticketed events only)* |
| Event description *(as you would like it to appear on your event page)* | Click here to enter text. |
| 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 (e.g. %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* |
| Additional products | *Please specify details and price of any other items (e.g. programs) to be added*Click here to enter text. |
| Would you like to add a donation option to your ticket price? | Choose an item.*If yes, please specify which charity you are collecting for:* Click here to enter text. |
| *Please provide a short description of what the charity does and why people should donate (max 250 words):*Click here to enter text. |

|  |
| --- |
| Section C: Show Information *(shows only)* |
| Age restriction *(optional)* | Click here to enter text. |
| Content/trigger warnings *(optional)* | 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. |

|  |
| --- |
| Section D: Event Schedule *(Shows only)* |
| 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. |

|  |
| --- |
| Section E: Event Schedule *(all other events)* |
| Activity | Date | Time | Room |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| Section F: Event Requirements *(all events)* |
| Does you event require technical support? | Choose an item.*If yes, have you booked Backstage for this event:* Choose an item.*Note: events with simple fixed setups do not require technical support throughout the event. You can request the equipment needed in the section on equipment borrowing below.* |
| Backstage contact *(if they are booked)* | Name | Email |
|  |  |
| Technical support request *(if BTS are unable to support your event)* | *If BTS cannot support your event, we can arrange alternative technical support for you. Please provide as much detail as possible about your technical requirements (sound, lighting, staging, etc…) and we will get in touch.*Click here to enter text. |
| Room layout requirements | *Will you require tables and chairs for this event:* Choose an item.*If yes, please specify how many and in what layout:* Click here to enter text.*Will these be used for crafts or any other messy activity:* Choose an item. |
| Equipment borrowing | *Please specify details of any other equipment you would like to borrow. For simple fixed setups (eg. one microphone, playing background music) we can provide the necessary equipment and setup without technical support being required.*Click here to enter text. |

|  |
| --- |
| Section G: Additional Information *(all events)* |
| Is there anything else we need to know about your event? | Click here to enter text. |

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