

# PAC / CONVENTION CENTER EVENT LISTING AND TICKETING SETUP FORM

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ EVENT TIME(S): \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

ADMISSION PRICES:

PLEASE LIST INDIVIDUAL TICKET TYPES AND COST

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PROMOTER CONTACT INFORMATION

NAME : \_\_\_\_\_

EMAIL & WEBSITE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

DESCRIPTION OF SHOW: \_\_\_\_\_

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WHERE WILL YOUR EVENT BE HELD?

CONVENTION CENTER

PERFORMING ARTS CENTER

HOW WILL YOUR EVENT BE SOLD?

TICKETMASTER

PROMOTER - BOX OFFICE JR

PROMOTER

NON-TICKETED/FREE

IS THIS EVENT GENERAL ADMISSION OR RESERVED SEATING? \_\_\_\_\_

WHAT IS THE CAPACITY OF YOUR EVENT (PAC CAPACITY IS 655 OR 708 WITH CHAIRS ON THE ORCHESTRA PIT)? \_\_\_\_\_

# PAC / CONVENTION CENTER EVENT LISTING AND TICKETING SETUP FORM

WHAT WOULD YOU LIKE THE TICKETS TO SAY?

## TICKET MASTER

(25 CHARACTERS PER LINE)

LINE 1 (SMALL) \_\_\_\_\_

LINE 2 (LARGE) \_\_\_\_\_

LINE 3 (SMALL) \_\_\_\_\_

LINE 4\* (LARGE) \_\_\_\_\_

LINE 5 \*(SMALL) \_\_\_\_\_

LINE 6 (LARGE) DAY, DATE AND TIME \_\_\_\_\_

## PROMOTER

(30 CHARACTERS PER LINE)

LINE 1 (LARGE) \_\_\_\_\_

LINE 2 (SMALL) \_\_\_\_\_

LINE 3 (SMALL) \_\_\_\_\_

LINE 4 (SMALL) \_\_\_\_\_

\*PLEASE NOTE IF YOUR EVENT IS A TICKETMASTER EVENT THE LOCATION MUST BE ON EITHER LINE 4 OR 5 OF THE TICKET. THIS LINE IS GWINNETT PERFORMING ARTS CENTER.

ANNOUNCE DATE (TICKETMASTER ONLY): \_\_\_\_\_

ONSALE DATE (TICKETMASTER ONLY): \_\_\_\_\_

IS THERE A TICKET LIMIT (TICKETMASTER ONLY)? YES / NO IF SO, WHAT IS IT? \_\_\_\_\_

IF THIS IS A TICKETMASTER EVENT WILL YOU NEED ANY TICKETS HELD ONCE THE SHOW IS ONSALE?  
YES / NO IF SO HOW MANY AND SHOULD THEY BE IN ANY PARTICULAR LOCATION? \_\_\_\_\_

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IF THIS SHOW IS BEING SOLD BY THE PROMOTER, DO YOU HAVE A PREFERENCE OF TICKET STOCK COLOR?

RED    WHITE    BLUE    PURPLE    YELLOW    GREEN    ORANGE

STANDARD TURN AROUND FOR TICKETMASTER AND NON TICKETMASTER EVENTS IS 7 - 10 BUSINESS DAYS.

IF YOU HAVE ANY QUESTIONS COMPLETEING THIS FORM PLEASE CONTACT TONY SZESZYCKI  
([TSZESZYCKI@GWINNETTCENTER.COM](mailto:TSZESZYCKI@GWINNETTCENTER.COM) 770-813-7604) TO SET UP AN APPOINTMENT TO GO OVER THE SHEET. ONCE THE BOX OFFICE RECIEVES YOUR TICKET SET UP SHEET YOU WILL BE CONTACTED TO VERIFY EVEENT DETAILS.