

MUTO TICKET SET-UP FORM/CONTRACT : CLIENT SHOWS

PLEASE USE ONE FORM FOR EACH PERFORMANCE (i.e. MULTIPLE DATES/TIMES NEED MULTIPLE FORMS!)

- 1. TICKET TEXT:** -ALL TEXT IS AUTOMATICALLY CENTERED
 -VENUE NAME ADDRESS AND PHONE NUMBER ARE AUTOMATICALLY PRINTED ON ALL TICKETS.
 -SHOW NAME AND DATE ARE AUTOMATICALLY PRINTED ON ALL TICKETS

HEADER LINE 1 - LARGE (ex. Organization)	
HEADER LINE 2 - SMALL	
VENUE NAME, ADDRESS AND PHONE NUMBER AUTOMATICALLY PRINT	
FOOTER LINE 1 - SMALL (ex. Description or Info)	
FOOTER LINE 2 - SMALL	

◀◀◀PLEASE ALLOW 2 BUSINESS DAYS BETWEEN THE FORM SUBMISSION DATE AND ON SALE DATE.▶▶▶
 (LONGER SETUP TIME MAY BE NECESSARY FOR INTRICATE SETUPS)

2. SHOW NAME _____

4. VENUE _____

3. ON SALE DATE _____ 4. COUNTER/PHONES ON SALE TIME _____

***SHOW WILL GO ON SALE 1 HOUR LATER THROUGH WWW.MUTOTIX.COM**

5. PERFORMANCE DATE _____ 6. PERFORMANCE START TIME _____

7. RESERVED** / GENERAL ADMISSION (CIRCLE ONE) 8. GENERAL ADMISSION CAPACITY _____

9. HOLDS/KILLS: IF YOUR EVENT IS RESERVED SEATING, OR WILL HAVE ANY SPECIAL SETUPS/KILLS/HOLDS, PLEASE INCLUDE A SEATING CHART WITH THIS FORM TO SHOW THOSE ITEMS AS WELL AS PRICE BREAKS. SEATING CHARTS ARE AVAILABLE AT MUTO.

10. ADVERTISING BLURB (USED IN ONLINE LISTING): _____

11. ORGANIZATION NAME: _____

12. SHORTCODE/SOAS ACCT # (IF APPLICABLE): _____

13. TICKET LIMIT (Per Person)? _____ 14. MINIMUM AGE LIMIT? _____

TICKET PRICE(S): (INDICATE TYPE, LOCATION, OR NUMBER OF SEATS AND WHAT DEFINES EACH TICKET TYPE
EX. CHILD=AGES 4-12, STUDENT=MUST SHOW ANY SCHOOL ID AT TIME OF PURCHASE)

15. BOX OFFICE SALES:

TYPE: _____ @ \$ _____
 TYPE: _____ @ \$ _____
 TYPE: _____ @ \$ _____
 TYPE: _____ @ \$ _____
 TYPE: _____ @ \$ _____
 TYPE: _____ @ \$ _____

16. TICKET DEFINITIONS (Ex. Student IDs? Age Ranges? Etc.)

17. PREBOX (SALES BY SPONSORING ORGANIZATION):

_____ @ \$ _____
 # _____ @ \$ _____
 # _____ @ \$ _____

ALL PREBOX MONEY COLLECTED FOR TICKETS SOLD BY THE SPONSORING GROUP, ALONG WITH ANY UNSOLD TICKETS, MUST BE TURNED IN DURING MUTO BUSINESS HOURS ON OR BEFORE THE DATE AGREED UPON AT THE TICKET SETUP MEETING.

18. DOOR PRICE:

_____ @ \$ _____
 # _____ @ \$ _____
 # _____ @ \$ _____

19. IF YOUR GROUP IS WORKING THE DOOR, WOULD YOU LIKE US TO PRINT ALL REMAINING TIX FOR SALE AT THE DOOR?

YES NO

COMP TICKETS (LIMIT OF 20% OF TOTAL CAPACITY ALLOWED AS COMPS)

20. PRINTED COMPS: # _____ COMP LIST OPTION AVAILABLE UPON REQUEST AND APPROVAL.

21. WOULD YOU LIKE MUTO TO STAFF THE BOX OFFICE AT THE VENUE ON THE NIGHT OF THE EVENT? For Campus Venues Only.

YES / NO (CIRCLE ONE)

21. IF YES, WHAT WOULD YOU LIKE THE BOX OFFICE HOURS TO BE? _____

OFFICE USE ONLY

FORM RECEIVED: _____ RECEIVED BY: _____



CLIENT SHOW SETUP TERMS

1. The Ticket Set-Up Form should be submitted to the Michigan Union Ticket Office (MUTO) **at least two (2) business days** before the desired on sale date. Earlier setup is required for more intricate setups. Discounted/coupon prices, kills, and holds must also be provided to MUTO at this time. **These need to be in place before the show goes on sale.**
2. If Comp lists have been requested and approved, complete comp lists must be submitted to MUTO **before** the desired on sale date. The list must consist of names and the number of tickets allowed for each. They must be in alphabetical order by Last Name.
3. Any time tickets, either Comps or Prebox, are requested by an authorized representative of your organization, MUTO requests at least 24 hours advance notice in order to prepare the tickets for pickup.
4. An authorized representative of your organization may request two ticket counts in person or by e-mail, (one in the morning, one in the afternoon) per day. This should be requested from either the MUTO Supervisor or a Student Manager. This figure will be given to you in writing.
5. Any tickets on Hold must be requested before the night of the event or they will be released and sold at the door.
6. Comp tickets must be requested in advance. MUTO will not automatically print additional Comps to bring to the event.
7. Generally, the event will be taken off sale (on the day of the event) at 3:00pm for a weekday show or 11:00am on Saturday for a weekend show, unless otherwise requested by your organization. This is necessary to allow MUTO sufficient time to prepare the will call and door sale tickets. If MUTO is staffing the box office the night of your event, we will bring the will call and sales equipment/supplies with us to the box office. If our staff is not needed, a representative from your organization must come to MUTO on the day of the event before we close to pick up the will call and door sale tickets.
8. MUTO will assess a service charge (based on the highest ticket price for the event) on **all tickets sold through their office**, as indicated below. This charge is added to the price of the ticket (the prices indicated on the first page of this form) and paid by the customer (not the organizing group).

TICKET PRICE RANGE	SERVICE CHARGE	TICKET PRICE RANGE	SERVICE CHARGE
\$5.00 or less	\$0.50	\$25.01 - \$29.99	\$3.00
\$5.01 - \$9.99	\$1.00	\$30.00 - \$35.00	\$3.50
\$10.00 - \$15.00	\$1.50	\$35.01 - \$39.99	\$4.00
\$15.01 - \$19.99	\$2.00	\$40.00 - \$45.00	\$4.50
\$20.00 - \$25.00	\$2.50	\$45.01 or greater	\$5.00

For Online Sales, the service fee is based on all the ticket prices and ranges in price from \$2.50 - \$6.00.

9. Any unsold prebox tickets that are not returned to MUTO on or before the date of the event (during normal MUTO hours) will be assumed to have been sold. This amount of sales will be figured into Gross Sales.
10. Any unsold door tickets (if MUTO did not work the door) that are not returned to MUTO will be assumed to have been sold. This amount of sales will be figured into Gross Sales.
11. Financial data will be available three business days following the event (if MUTO worked the door) or three business days after unsold door tickets and money from door sales are returned to MUTO (if MUTO does not work the doors). Any questions regarding this information may be asked after this time.

FEES: Fees for all events are as follows:

1. 3% service fee (commission) on all sales through MUTO (Prebox or Door Sales conducted by Group are not included).
2. 3% fee on all credit card sales
3. Day-of-event staffing costs, at the rate of \$10.00 per hour for each staff member or \$30.00 whichever is greater, when applicable.
4. \$0.10 per ticket printing fee for all tickets sold through MUTO.
5. \$0.25 per ticket printing fee for all tickets requested by group to be printed as "DOOR" tickets.

NOTE: If ALL tickets are printed as either Comps or Prebox, and no tickets are sold through MUTO, the printing fee is \$0.35 per ticket for all tickets.

CONTACT PERSON(S): (ACCESS TO EVENT INFORMATION AND TICKETS IS GRANTED ONLY TO THE FOLLOWING)

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

BY SIGNING AND SUBMITTING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE TERMS DESCRIBED ON THESE THREE (3) PAGES.

SIGNATURE:** _____