

Ticketing services offered by UMKC Central Ticket Office

The UMKC Central Ticket Office (CTO) is available for hire by any UMKC organization or community producer. CTO provides professional ticketing services. No matter the size of your event, we'll work with you to ensure your event goes smoothly and extraordinary customer service is provided to your patrons.

The Services we offer:

Ticket /Voucher Printing

- Tickets/Vouchers are printed for your event(s). Several print lay-outs to choose from.
- The producing organization is responsible for distribution of the tickets/vouchers.

Ticket or Voucher Printing - The UMKC CTO can print up a set amount of tickets (or vouchers) for your organization to distribute. [*This option not available for paid events sponsored by UMKC organizations held on the UMKC Campus.]

General Admission Events

- General Admission is also known as Open Seating...no specific seat assignments.
- Tickets are sold via phone, web, and window and at the event (as contracted).
- Each producer can get a link to send out e-blasts or insert on their website.
- CTO can provide a list of all purchases done in advance of the sales at the event. (Advance orders only-not available for door sales.)

General Admission- This is the most basic level for an event with an admission cost. Open Seating or General Admission allows the patron to choose their seating location when the doors open at the event. The UMKC CTO will make your tickets available by phone, web and at our ticket window in The James C Olson Performing Arts Center. Within 2-4 days after your event we will provide you with settlement details. We collect name, address and phone information for all your patrons who purchase in advance. Email addresses are included if the patron offers it. You may request all this information in various forms for a nominal fee.

Reserved seating events

- Reserved events are sold by assigning specific seat locations.
- Tickets are sold via phone, web, and window and at the event (as contracted).
- Each producer can get a link to send out e-blasts or insert on their website.
- CTO can provide a list of all purchases done in advance of the sales at the event. (Advance orders only-not available for door sales.)

Reserved seating- Your patrons will be given a chance to book exact seating locations. Web patrons are even presented with a live, interactive seating chart so they can make the choice of seats. The UMKC CTO will make your tickets available by phone, web and at our ticket window in The James C Olson Performing Arts Center. Within 2-4 days after your event we will provide you with settlement details. In addition we collect name, address and phone information for all your patrons who purchase in advance. Email addresses are included if the patron offers it. You may request all this information in various forms for a nominal fee.

RSVP services for events that are Free of Charge

- An RSVP event is used to collect patron information and determine the size of the audience. No actual tickets may be required.
- If you require tickets for your RSVP event, they can be mailed, drawn from email confirmations or a combination of the two.
- An RSVP ticketed event can be General Admission or Reserved Seating.

RSVP ONLY -No tickets mailed to patrons-House list to organization. We can do reservations for events that do not require tickets for admission. CTO can make reservations available on the web, by phone or by coming to the box office window in the James C Olson Performing Arts Center (PAC). The patron's information will be recorded and will appear on a list. The day of the event CTO will email that list to the appropriate authorized representative.

No tickets mailed to patrons-Use Email Confirmations as the ticket. We can do reservations for events that require tickets for admission but will make tickets available the web only. The confirmation email will be the ticket for the patron. The day of the event CTO will email that list to the appropriate authorized representative.

Mailing out tickets to patrons: We can do reservations for events that require tickets for admission. Tickets will be available on the web, by phone or by coming to the box office window in the James C Olson Performing Arts Center (PAC). Tickets will be mailed out to the patron up to 3 mailing days prior to the event.

TixKC sales for UMKC and Community Producers

- TixKC is a unique internet opportunity to sell last minute discounted tickets online for any or all of your events.
- Settlements are done promptly after the closure of the event(s).

TixKC is a cooperative effort to bring the Kansas City area some last minute bargains on tickets. This program has the advantage of offering tickets at a price that will encourage patrons to sample an event/producer they have never tried before. **FAQ TixKC** [Click here](#)

If you want more detailed info on these services please email the UMKC Central Ticket office at cto@umkc.edu .

Do you have an upcoming event? Are you interested in our services?

- **Invisible Value** -Please read our INVISIBLE VALUE information. It identifies important areas where Central Ticket Office can put you a step ahead. [Click here](#)
- **Producer Event Form** –If you would like specific information regarding CTO services for one of your upcoming events please fill in details on our producer form and email it to cto@umkc.edu. A CTO manager will get back to you as soon as possible to answer any questions you may have. [Click here](#)