

Details needed for an Estimate of Fees for Hire or for Event Preparation

1. Day, Dates & Times for all performances to be sold.

2. Producer info:
 - Legal Name of Producing organization:
 - Address, City, State, Zip for organization:
 - Contact person w/ email and phone number(s)
 - SSN or EIN or Tax number:
 - Are you Taxable or Non-Taxable?
 - Do you want direct deposit of your settlement? If so, you will fill out a form and provide a "VOIDED" check for the deposit account.

3. Prices:
 - full price:
 - Discounts (Senior 60+ or Student price?)
 - Special offers (i.e. Student Rush, coupons, etc.)

4. 'On sale' date: (we must have all event info 2 weeks prior to on sale or there is a rush fee.)

5. Wording of event title: _____

6. Name and Address of Venue or Hall:

7. Are you a new producer/organization or have you done tickets sale thru CTO in the past.

Please make special note: CTO needs prior knowledge of all the print material (press release, postcards and advertisements) before finalization. This helps our two organizations maintain the highest customer service standards possible