EMAIL TICKET REQUEST FORMAT

In order to make this work efficiently, it is important that you do the following:

1. All ticket requests must be in the BODY of the email, not as an attachment.

2. One request per email. All ticket requests sent via email will be answered via email.

3. The subject line must contain ONLY the name of the venue and the date you are requesting. This will keep your requests organized and out of our "junk" folder.

4. Up to date information on events, including venue availability, hours and ticket limits can be found at our website www.vsaartsga.org under Community Events>Ongoing Events or Community Events> Calendar>Open calendar in new window. This information is updated daily. Please consult the website before submitting ticket requests to insure that the request you are making is within those guidelines.

5. Email the request only to tickets@vsaartsga.org. If you send to any other address it will be delayed and you might miss out on tickets.

6. Please fill in ALL the information, including the age range of any children attending and the mode of transportation. This information is required by our venues and we cannot reserve tickets for you without it. If it is missing, your request will be delayed and you will miss out on tickets.

7. Ongoing events require two weeks notice, starting the day we receive a COMPLETE and ACCURATE request. If we have to send it back to you for correction, the two weeks begins when you send it back to us complete.

8. Cut and Paste the information between the rows of asterisks (****) below into the body of the email. DO NOT SEND ATTACHMENTS

9. Please save the template below in your Drafts email folder. When you are ready to make a request, copy and past it into a new email. If you already have the basic info filled in you will not forget to put it in. BE SURE TO FILL IN THE REST OF THE INFO NEW EACH TIME.

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Agency:
Contact Person:
Telephone:
Mailing Address:
Program:
Staff/Client Attending: Phone:
Mode of Transportation:
Event:
1st Choice of Day – Date – Time:
2nd Choice of Day – Date – Time:
Number of tickets: Children Adults TOTAL
Age range of Children:
Any Special Needs:
Special questions or comments:

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