

Procedures for CLK Rotary Sales of Tamburitzans Tickets

The Tamburitzans will be at the Calumet Theatre on August 13, 2011

All seats will be reserved, with a ticket price of \$16 for the general public and \$8 for students (18 or under). In the past, CLK Rotary members are responsible for selling tickets to the event, backed up by the Calumet Theatre box office. Heavy emphasis is put on contacting area businesses and enlisting them as sponsors. Any area business purchasing tickets will be listed as a sponsor in the program book insert at the event.

Following are procedures for ticket sales by CLK Rotary members:

General

1. Event tickets will be on sale at the Calumet Theatre box office. Only that venue will be able to assign seats and issue tickets.
2. Rotary members will take orders from patrons, fill out an order form, collect a check and return order forms and checks to the Calumet Theatre.
3. The Calumet Theatre will receive checks and issue tickets per instructions on the order form.
4. Rotary members will keep a copy of the order form, which will be turned in to team captains for use in determining the winners of fabulous prizes each week.

Club Ticket Sales

1. Ticket orders will be taken on the order form included as Attachment 1.
2. Order receipts must be turned in to club treasurer to receive credit for sale.
3. Check or credit card information must accompany order form to receive credit for sale.
4. Make sure that all order information is provided and put your name at the bottom.
5. Checks must be made out to *Calumet Theatre*.
6. **Credit Card sales are allowed if applicable credit card information is provided on the order form.**

Group Sales

1. Purchases of 10 or more tickets will be discounted \$2 (i.e., \$14 per ticket).
2. Purchases of 30 or more tickets will be discounted \$4 (i.e., \$12 per ticket).

Sponsors

1. Businesses purchasing tickets will be listed in the program insert as show Sponsors.
2. Sponsors may opt to donate tickets to CLK Rotary for distribution to needy organizations (e.g., Little Brothers, elder care facilities).

3. CLK Rotary members will be assigned businesses to contact to encourage purchase of Sponsor tickets.
4. Sponsor ticket orders **MUST** indicate that the sale is to a sponsoring business by checking the Sponsor box on the order form.
5. Sponsor ticket order forms **MUST** show the business name as it should be listed on the program insert.