

Virtual Box Office Service:

Uptown Theater's virtual box office is powered by Prekindle. For a set-up fee of \$150, along with a deduction of \$1 per ticket sold from the final ticket sales, our virtual box office provides a smooth and efficient ticketing solution.

Here's what you can expect:

Attendees will receive electronic tickets via email, which can be easily printed or displayed on their mobile devices for hassle-free entry into your event.

To enhance the check-in process, our staff can assist with scanning tickets at the door. We also offer QR codes for on-site ticket purchases, although we recommend encouraging guests to buy tickets in advance to expedite entry and avoid any inconvenience.

Please note that you will need to have someone from your party stationed at the box office on the day of the event to ensure effective communication between the front and back of house teams.

To proceed, please provide the following information to build your ticketing page:

Event Details:

- Title of the show or event.
- Description of the show to be displayed on the ticketing page.
- Promotional picture/flyer to feature on the ticketing page.
- Doors opening time to the lobby (typically 30 minutes to 1 hour before the show).
- Event start time.
- Intermission details (if applicable).
- Duration of the show.
- Age restrictions (if any).
- Date and time for tickets to go on sale.
- Completion of attached Direct Deposit forms for ticket funds distribution.

Ticket Details:

- Would you prefer General Admission or Reserved Seating?
- How would you like the tickets priced?
- Please refer to the attached seating chart and indicate which rows are priced differently, if applicable.
- Any "killed seats" or blocked seats needed, along with details.
- Names and email addresses of guests needing reserved seats, if any.

Uptown Theater
120 East Main Street
Grand Prairie, TX, 75050