



20 Mississaga Street West,
Orillia ON L3V 3A6
www.orilliaoperahouse.ca

Susan Scott, Administrative Supervisor
Phone: (705) 326-8011
E-mail: boxoffice@orillia.ca

Contract Name: _____

Daytime Phone Number: _____

PROMOTIONAL DETAILS & REQUIREMENTS

In order to best prepare for your event and to understand your needs, please COMPLETELY FILL OUT this form and returned NO LATER THEN SIX (6) WEEKS PRIOR to the rental date. Please refer to the information included with your contract and feel free to contact the Theatre for clarification or questions.

PLEASE NOTE: If you wish to participate in Orillia Opera House marketing material the 2016 deadlines are as follows:

- Winter & Spring (Jan – April): Content Deadline is November 20
- Summer (May – August): Content Deadline is April 30
- Fall & Winter (Sept. – Dec): Content Deadline is July 30

PROMOTIONAL DETAILS:

TICKET INFORMATION

TICKET PRICE:

Event Title _____

Presenter _____

Date Tickets on Sale _____

Performance Date(s) _____

Performance Time(s) _____

Ticket Price(s) _____ or _____

One Price Adult Senior Youth

Orillia Opera House will collect H.S.T. on your behalf if instructed to do so. Please include this amount in your ticket price. Your organization will be responsible for remitting HST to Revenue Canada.



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HELD SEATS:

Do you require any seats to be put ON HOLD and not sold when tickets go on sale? For example, seats for sponsors, judges, event producer, etc. Yes No

Number _____ location _____

Do you require complimentary tickets: Yes No

Number _____ location _____

All seats remain held until the show's producer or designated other authorizes the Box Office to release the seats for sale.

If you know the date you would like your held seats released, please print it here, otherwise these seats will remain "on hold" and unavailable for sale until the Box Office is otherwise instructed.

Release date _____.

ADDITIONAL INFORMATION

Gordon Lightfoot Theatre Yes No or

Studio Theatre Yes No

Reserved Yes No or

General Admission Yes No

Is your event suitable for:

- Children 0-12 yrs Yes No
- Youth 12 to 17 yrs Yes No
- Adults (18 yrs +) Yes No

Do any of the following apply to this event:

- profane language Yes No
- loud noises Yes No
- gunshots Yes No
- fog/hazer effects Yes No
- strobes lighting Yes No
- other _____



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MARKETING MATERIAL REQUIREMENTS:

PROMOTIONAL IMAGES:

Images must be High Resolution and a minimum of 300 dpi. Images must be sent electronically and in a jpeg, tiff or eps format. Promotional images of a band or collaborative performance must be clean of any type or graphic formatting. Please do not supply pre-formatted posters. More than one image can be sent.

Have you provided an image: Yes No

POSTERS:

The Orillia Opera House has a graphic poster standard incorporating the promotional images outlined above and will be displayed in the Theatre leading up to your event or performance. Format is 11" x 17".

SHOW DESCRIPTION: This description can be any length. This will be used on the website and in other areas of advertising. Attach any other promotional materials that will assist our box office in promoting you.

BRIEF DESCRIPTION: MAXIMUM of 30 words. This description can be a summary of the Show Description outlined above and will be used on Orillia Opera House marketing material such as promotional Rack Cards.

SHOW QUOTES OR ACKNOWLEDGMENTS: In addition to the performances description, we might have the opportunity to promote quotes regarding the performance or artist. If available, please provide a few quotes and the appropriate source.