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## GROUP TICKET DISTRIBUTION MASTER LIST FOR:

SHOW: \_\_\_\_\_ PERFORMANCE DATE/TIME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ GROUP LEADER: \_\_\_\_\_

Please complete the **TICKET DISTRIBUTION MASTER LIST** as you hand out tickets to your group. Please write down each person's section, row, and seat numbers. Remember that seats located on House Left are odd numbers and on the House Right are even numbers. For example, seats C 10 and C 12 are next to each other. Seating located in the center of theater is consecutive numbers beginning with 101. **Individuals that are part of a group and have lost their ticket can only be seated if this TICKET DISTRIBUTION MASTER LIST identifying their exact seat is returned to our office by the Group Leader. Without this distribution record, all remaining tickets must be presented to a Box Office Representative by the Group Leader before missing tickets can be replaced.** Please mail, fax, or email a copy of this completed form to our office. We strongly recommend that you also bring a copy of this list with you to the theater on the night of the performance.

NAME	SECTION	ROW	SEAT # (s)
<b>EXAMPLE:</b> Joe Theatregoer	1 <sup>st</sup> Orchestra	L	1, 3, 5

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**\*Duplicate as needed for additional entries.**