

BOX OFFICE MEMO

HUDSON THEATRES | 323.856.4249 | HUDSONTHEATRE@gmail.com
HUDSON BOX OFFICE OPENS 45 MINS PRIOR TO SHOWTIME

PLEASE COMPLETE THE INFORMATION BELOW

NAME OF SHOW	
THEATRE SPACE	
DATES OF RUN	
DAYS & TIMES	
PRICE OF TIX	
SPECIAL PRICES	
RESERVATIONS (Phone, Website, Links, etc)	
LATE SEATING?	
INTERMISSION? If yes, when?	
SHOW LENGTH	
CHILDREN OK? If so how old?	
ACCEPT CHECK? If yes, made out to whom?	

CONTACT INFORMATION

NAME	
TITLE	
EMAIL	
PHONE	
EMERGENCY CONTACT & #	

PRESS: Be sure to supply box office with your press kits and folded programs.

DIRECTOR:

PRODUCER:

STAGE MANAGER:

CAST:

SYNOPSIS:

PLEASE EMAIL THE COMPLETED BOX OFFICE MEMO ALONG WITH YOUR
PRODUCTION CONTACT SHEET TO HUDSONTHEATRE@gmail.com