

# BOX OFFICE MEMO

## THE HUDSON THEATRES

OFFICE 323.856.4252 • FAX 323.856.4316

ONLINE TICKETING HOURS / 24 hours a day – 7 days a week.

HUDSON BOX OFFICE OPENS 45 MINS PRIOR TO SHOWTIME

**PLEASE COMPLETE THE INFORMATION BELOW.**

<b>NAME OF SHOW</b>	
<b>THEATRE SPACE</b>	
<b>DATES OF RUN</b>	
<b>DAYS &amp; TIMES</b>	
<b>PRICE OF TIX</b>	
<b>SPECIAL Prices</b>	
<b>Alternate Reservation Numbers</b>	

### BOX OFFICE CONTACT INFORMATION

#### Where will your reservation list come from?

If NOT using PLAYS411, reservation lists need to be faxed or emailed 1 hour prior to show time. **Fax: 323-856-4316, Email: hudsontheatre@gmail.com**  
**PRESS:** Be sure to supply box office with your press kits and folded programs.

### ADDITIONAL INFORMATION

YES/NO

<b>SOLICITATIONS</b> Should our staff ask your comps for donations?	
<b>LATE SEATING</b>	
<b>INTERMISSION</b> If yes, when?	
<b>SHOW LENGTH</b>	
<b>CHILDREN OK</b> If yes, how old?	
<b>ACCEPT CHECK</b> If yes, made out to whom?	
<b>FACEBOOK ADDRESS</b> (Production and Personal)	
<b>TWITTER HANDLE</b> (Production and Personal)	

### CONTACT INFORMATION

NAME:	TITLE:
E-MAIL:	
PHONE:	FAX:
Emergency number: Alternate emergency contact:	
<b>SYNOPSIS:</b>	
<b>CAST NAMES:</b>	
<b>DIRECTOR:</b> <b>PRODUCER:</b> <b>STAGE MANAGER:</b>	

PLEASE EMAIL OR FAX THE COMPLETED BOX OFFICE MEMO ALONG WITH YOUR PRODUCTION CONTACT SHEET TO THE HUDSON THEATRES OFFICE

Fax: 323-856-4316, Email: hudsontheatre@gmail.com