



## The Role of Ticket Secretary(ies)

The workload of this role could be shared by two people who could work well together but one person does need to be in charge to fulfil the tasks below satisfactorily.

1) Receive ticket orders by:

- a) Personal request during rehearsals
- b) Email from the online booking form
- c) Telephone
- d) Letter
- e) On line via Ticket Source or other provider  
(If this means is used items many below will not apply)

2) Record ticket orders as they are received so that we can issue allocated seats to match the first order gets the seat nearer the front. (Book tickets with Ticket Source and email ticket to person who ordered it.)

3) Allocate a numbered ticket, or tickets to each received order and record this on a seating plan as a booked seat.

4) Arrange for the tickets to be paid for and collected or posted to the person ordering tickets.

5) Pass on any cash or cheques received to Sue our Treasurer or by arrangement with Sue put cash and cheques received into our bank account at Virgin Bank, Pudsey.

- 6) Produce a seating plan for each performance night showing allocated seats. (Ticket Source does this)
- 7) Give clearly marked envelopes of tickets to be collected at the door to the Door Steward for handing out when the people who booked the tickets arrive. N.B. If you arrange for tickets to be collected on the door, it would help if you tell the person booking the name under which they will be recorded.
- 8) Be around on performance nights to iron out any problems and receive door takings. It will be up to you whether you wish to be the person that actually sells tickets on the night; thus allowing you full control of the cash and which tickets have been sold – adult, family, concession as our Treasurer wants to know how many of each was issued each pantomime for budget planning purposes.

[Resources available.](#)

Alias email address which will forward ticket order emails to your email account

A mobile phone to receive ticket orders and for use sorting out ticket orders

Posters produced and distributed and tickets will be designed and printed for you

Seating plans blanks and money received blanks are available

Envelopes are available and will cover any reasonable expenses incurred

Bramley Parish Theatre Players Chairman Edward Turner