

## Chicago Theatre Week 2019

### BOX OFFICE INFORMATION AND INSTRUCTIONS

**Chicago Theatre Week** is a celebration of Chicago's world-class theatre scene now in its seventh year. This coming February, visitors and residents will again have the opportunity to sample the extraordinary range of theatrical offerings, choosing from over 120 productions.

Theatre Week performances will take place **February 7-17, 2019**.

Two fixed ticket prices: **\$15** and **\$30** (CTW tickets may be less than \$15)

*\*If possible, we advise not adding fees to the \$15 or \$30 ticket levels.*

**Set up CTW19 as the online promo code for Theatre Week offers. This must be set up by Monday, January 7 so that it's ready to go for the January 8 on-sale.** If your ticketing system does not allow you to use CTW19 as a promo code, contact [Lucas@chicagoplays.com](mailto:Lucas@chicagoplays.com) to identify an alternative. When you signed up, your theatre specified how to sell Theatre Week tickets - online, by phone, and/or in-person.

**ON-SALE TIME FOR CHICAGO THEATRE WEEK TICKETS:**

**10:00am CST Tuesday, January 8, 2019**

We ask that at least 10 value-priced Theatre Week tickets are made available for each performance during Chicago Theatre Week. Additional tickets may be added at your theatre's discretion. To add new performance dates to the Theatre Week website after the January 8 on-sale date, please contact [Lucas@chicagoplays.com](mailto:Lucas@chicagoplays.com).

**IMPORTANT! When Theatre Week tickets for a performance are SOLD OUT, you must notify the League ASAP by emailing [Lucas@chicagoplays.com](mailto:Lucas@chicagoplays.com) or by calling 312-554-9800 so the performance can be marked as no longer available on [www.chicagotheatreweek.com](http://www.chicagotheatreweek.com).**

**Track the number of CTW sales each week and send to [Lucas@chicagoplays.com](mailto:Lucas@chicagoplays.com) each Monday January 14 through February 18:**

Total all online, in-person, and phone sales. The reported numbers should *only* include tickets sold as part of the Chicago Theatre Week promotion. Theatre Week box office numbers should be divided out **by week** so that we have sales progression insight.

**Total # of CTW19 Tickets available to your production: \_\_\_\_\_**

**CTW19 Tickets Sold:**

- o Week 1: Tues, Jan 8 – Sun, Jan 13** \_\_\_\_\_
- o Week 2: Mon, Jan 14 – Sun, Jan 20** \_\_\_\_\_
- o Week 3: Mon, Jan 21 – Sun, Jan 27** \_\_\_\_\_
- o Week 4: Mon, Jan 28 – Sun, Feb 3** \_\_\_\_\_
- o Week 5: Mon, Feb 4 – Sun, Feb 10** \_\_\_\_\_
- o Week 6: Mon, Feb 11 – Sun, Feb 17** \_\_\_\_\_

#### COLLECTING ZIP CODES

In our effort to know where CTW visitors are coming from, we will be asking each participating theatre to provide ZIP codes of your Theatre Week ticket buyers. **Please send Theatre Week patron ZIP codes to [Lucas@chicagoplays.com](mailto:Lucas@chicagoplays.com) by Wednesday, February 20, 2019.**