Thank you for your interest in The George Washington University Lisner Auditorium.

Enclosed is some information about our rental rates and the venue's technical specifications as well as publicity and ticketing guidelines.

To apply for the use of the Auditorium, please complete an application. A deposit payment of 50% of the rental fee, payable to The George Washington University (via check, unless otherwise arranged with the venue) will be due upon signature of the contract. To facilitate approval of the application, please be sure to include a detailed description of the event, including technical requirements (sound, lighting, staging, etc) and a contact for your technical manager. Once your application is approved, you will receive confirmation for the use of the venue and a Lease Agreement.

Please note that GW Lisner Auditorium requires that you place your tickets on sale through its box office. We require up to 100 tickets at a 20% discount to GW students (this is detailed in the Lease Agreement). For all advertising and press releases, please identify the venue as “The George Washington University Lisner Auditorium” or “GW Lisner Auditorium”.

We look forward to helping you plan your event. Please do not hesitate to call us at 202.994.6851 if you have any questions.

730 21ST ST, NW
WASHINGTON, DC 20052
202.994.6851
FAX: 202.994.6906
lisner.gwu.edu
RATE SCHEDULE
(Rates are subject to change)

A. **Single performance** $3,500.00
   Includes three hours of show time and ½ hour to clear hall following performance. Same day
   load-in time is included, times to be determined by Lisner.

B. **Two performances on the same day** $5,500.00
   and same day set-up time

C. **Three performances on the same day** $7,750.00
   and same day set-up time

D. **Lecture Rate.** Rate is for limited productions of
   Lectures or seminars.
   Monday through Thursday only.
   $2,600.00

E. **Educational Show Rate.** Rate is for morning
   performances of children’s theatre presented for school groups;
   Monday through Thursday only.
   $1,850.00

F. **Rehearsal** and set-up times other than the day of performance (8:00am-midnight only)
   1. Up to eight (8) hours of set-up or rehearsal time,
      Friday, Saturday or Sunday
      $1,600.00
   2. Up to eight (8) hours of set-up or rehearsal time,
      Monday through Thursday
      $1,100.00
   3. After 8 hours of setup or rehearsal time every 4 hours thereafter
      $600.00

G. **Reception** before or after performance (one hour maximum)
   $550.00
   Surcharge for each additional hour or part thereof
   $100.00
   All catering companies are subject to approval of Lisner.

H. **Commercial broadcast or recording fee** $2,000.00
   **Archival Taping** $150.00
   All recorded, broadcast or taped events subject to approval by and
   in coordination with Auditorium.

I. **Clean-up fee** minimum amount for events bringing in food
   $200.00

J. **Vendor Space Commission** Recorded product: 10% (after tax)
   All other merchandise 20% (after tax)

* Rental Overage apply at a rate of $500.00 for every 15 minutes over show end time agreed upon in contract. Show
  time overage will also need approval by Lisner staff.
** Verification of Archival Recording Form will need to be signed for this fee.
RATE SCHEDULE

K. Ticketing Fees
   1. Ticketing Set-Up Fee per performance $400.00
   2. Substantial changes to standard setup $50.00
      (No changes after any ticket is printed)
   3. Per ticket issued including box office sales, $0.35
      consignment, and complimentary tickets.
   4. Percentage of the ticket price for all credit card orders 3.5%
   5. Ticket Seller Fee on the night of the show, per hour $20.00
      per seller with a minimum of two ticket sellers for three hours.

RENTAL CONTRACT INCLUDES
The following staffing during the four hour performance contract period:

   House Manager
   Ushers
   Ticket-takers
   Staffed concessions stand
   Normal custodial service
      • There is an additional $200.00 charge for events that bring in food.
   One University Officer
      Additional Security officers may be required by the Auditorium at the expense of the Lessee
      of $42.50 per officer per hour, 4 hour minimum. Security must be arranged 72 hours in
      advance of the performance to avoid staff overtime charges.

PROMOTION GUIDELINES

Lessee is responsible for complying with Lisner guidelines for printing tickets and handling all
sales, advertising and promotion of events. All tickets must go on sale through Lisner Auditorium.
Events are not to be advertised or placed on sale prior to the signing of the Lease Agreement. Please
follow the guidelines outlined in the Lease Agreement, Publicity Guidelines and Ticketing
Procedures.

Lisner Auditorium requires that a minimum of 100 tickets be placed on sale through the Lisner Box
Office for GW students at a 20% discount of the general public price.
RATE SCHEDULE

PRODUCTION CHARGES

The Production Manager will determine the crew requirements and provide the Lessee with a cost estimate based on the technical requirements of the production.

All labor charges are based upon a four- (4) hour minimum; charges for work between midnight and 8:00am will be at one and a half (1.5) times the hourly rate. If time is required from any crew member who has worked more than 40 hours in a seven day period, overtime charges will be applied to performances on a pro rata basis.

Lessee may incur additional equipment rental charges, including sound and light packages, based upon the performance requirements.

Labor rates to be discussed with Technical Director.

EQUIPMENT RENTAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound</td>
<td>$based upon performance requirements</td>
</tr>
<tr>
<td>Lights</td>
<td>$based upon performance requirements</td>
</tr>
<tr>
<td>Followspots</td>
<td>$125 per spot</td>
</tr>
</tbody>
</table>

STAGING (per day)

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance Floor (marley)</td>
<td>$300</td>
</tr>
<tr>
<td>Pit Cover</td>
<td>$150 for removal or installation (not including labor costs)</td>
</tr>
<tr>
<td>Band Shell</td>
<td>$ 75</td>
</tr>
<tr>
<td>Motors</td>
<td>$ 75 per motor</td>
</tr>
<tr>
<td>Risers</td>
<td>$ 75</td>
</tr>
<tr>
<td>Platforms</td>
<td>$ 20 each</td>
</tr>
<tr>
<td>Cyclorama</td>
<td>$ 50 (excludes lights)</td>
</tr>
<tr>
<td>Scrim</td>
<td>$ 50</td>
</tr>
<tr>
<td>Hazer</td>
<td>$ 50 (requires firewatch*)</td>
</tr>
<tr>
<td>Piano (Steinway Grand)</td>
<td>$ 150</td>
</tr>
<tr>
<td>Internet Access</td>
<td>$25</td>
</tr>
<tr>
<td>Seat Removal</td>
<td>$200</td>
</tr>
<tr>
<td>Pipe &amp; Drape</td>
<td>$25 per booth</td>
</tr>
</tbody>
</table>

ADDITIONAL SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano Tuning</td>
<td>$125 per tuning</td>
</tr>
<tr>
<td>*Firewatch</td>
<td>$ 75 per hour (4 hour minimum) (required for certain shows)</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION
Lisner Auditorium is located on the corner of 21st and H Streets, NW.
Directions to the auditorium can be found in the back of this information packet.

Production Manager: Eric Annis
Technical Director: Colin McGee
Master Carpenter/ATD: Daniel Collier
Sound Engineer/ATD: Collin Warren
Lighting Designer/ATD: Izzy Einsidler

Backstage contact: 202/994-1999

LOADING ACCESS
The loading dock, at stage level and tractor-trailer height, is perpendicular and adjacent to the stage, accessible via H Street. The loading dock door is 11’ wide x 23’ high and opens immediately onto the stage. The backstage door is located on H Street.

STAGE DIMENSIONS (plans available from tech dept.)
Proscenium: 55’2”w x 21’6”h
Stage: 31’ from edge of pit to upstage-most working set
       64’ wide (wooden portion of stage floor)
       Working size varies depending on masking
Orchestra Pit: 8’10” from railing to edge of stage at center line
             4’6” at SR & SL from rail to edge of stage
             42’ wide, inside dimension
(The pit is normally covered, and serves as a curved extended apron. Removal of the cover should be discussed with the production department and has an additional cost.)

FLY SYSTEM
Double purchase counterweight system with 31 working sets with varying trims and weight capacities; operated from a fly floor stage right, which is 19’2” above the stage. Some sets have permanent goods (see hanging plots); working grid height is 40’; approximate.

DRESSING ROOMS
8 (2-3 person) dressing rooms stage left at stage level with adjacent bathrooms and showers. These are ADA accessible.

2 large (“chorus”) dressing rooms on 3rd and 4th floors, stage right, with sinks, showers and toilet facilities. These dressing rooms are not ADA accessible.

2 additional rooms on the second floor, one stage right and one stage left. These rooms are not ADA accessible.
Sound System

Power: 200 amp, 3 Phase
Motion labs distro with cam lock pass through

Mixing Console: Avid Venue SC48 (48 inputs and 16 flexible outputs) with studio grade plugins and effects

Monitor System: Analogue and digital monitor systems available; more details are available upon request.

Playback: CD Player, 1/8" Miniplug for MP3 player

Record: CD-RW

Speakers: Stereo Martin MLA Compact Line Array with 8 speakers per side.
(4) W8LM Front Fills
(6) Martin DSX Dual 18-Inch Subwoofers

Microphones: Selection of professional dynamic and condenser microphones including:
Shure, Electro-Voice, Neumann, Sennheiser, AKG and Crown

Shure wireless system with handheld and lavaliere microphones

Active and passive direct boxes available

Assistive Listening: Listen Technologies LT-800 system, wireless
Listen Technologies LR-300-072 72 MHZ Digital Receivers

Page System: Program audio monitor and page to all dressing rooms
**Lighting**

**Power:** 400 amp 3 phase disconnect, tails terminated with 4 OT cam locks  
Motion Labs Disto 208V x 48 CH x 200amp

**Dimming:**  
(ETC) LP Sensor Rack 96 dimmers x 2.4k  
(ETC) LP Sensor Rack 48 dimmers x 2.4k

**Control:**  
ETC GIO console 4k

**Lighting Inventory**

**FOH:**  
(18) Source 4 14deg, (14) Source 4 19deg, (4) Source 4 26deg

<table>
<thead>
<tr>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source 4 5deg</td>
<td>6</td>
</tr>
<tr>
<td>Source 4 10deg</td>
<td>12</td>
</tr>
<tr>
<td>Source 4 14deg</td>
<td>24</td>
</tr>
<tr>
<td>Source 4 19deg</td>
<td>18</td>
</tr>
<tr>
<td>Source 4 26deg</td>
<td>40</td>
</tr>
<tr>
<td>Source 4 36deg</td>
<td>40</td>
</tr>
<tr>
<td>Source 4 50deg</td>
<td>8</td>
</tr>
<tr>
<td>Source 4 Pars</td>
<td>73</td>
</tr>
<tr>
<td>8” Fresnels</td>
<td>14</td>
</tr>
<tr>
<td>2k Fresnels</td>
<td>6</td>
</tr>
<tr>
<td>Strobe</td>
<td>1</td>
</tr>
<tr>
<td>Wybron Scrollers</td>
<td>20</td>
</tr>
<tr>
<td>Follow Spot Lycian M2</td>
<td>2</td>
</tr>
<tr>
<td>Mac Aura</td>
<td>24</td>
</tr>
<tr>
<td>Mac 700 Profile</td>
<td>12</td>
</tr>
<tr>
<td>Chroma Q-Color Force LED 72”</td>
<td>8</td>
</tr>
<tr>
<td>Color Blast TRX LED units</td>
<td>12</td>
</tr>
</tbody>
</table>

A portion of the above are hung in a variety of rep plots.

Miscellaneous inventory/costs are available from the production department.
Other Inventory

Intercom: Clear-Com System hardwired to stage right, stage left, fly rail, follow spot booth, and house positions. Belt packs and headsets available (adaptable to any location in the building.)
4 HME wireless belt packs

Front of Rear Projection Screen: 11’ 6”x 19’ (6x9 ratio)
11’ 6”x15’ (4x3 ratio)

Projection: Eiki Powerhouse LC-X800 @ 12000 Lumens

Piano: 9’ Steinway Concert Grand model “D”
Lisner Auditorium provides a tuning at clients cost. ($125.00 each)

A Few House Guidelines:

- Fire curtain track must remain clear.

- Smoking is prohibited.

- No food or drink in seating area.

- Any technical set up in auditorium must conform to the fire code and should be discussed with the Production Manager (i.e. camera placement, console setups)

- Rosin is NOT permissible in the theatre.

- Performances should begin on schedule, no more than 5 minutes after listed time unless approved by both House Manager and Technical Director.
Inventory of Curtains
Description of all curtains listed on the hanging schedule

Fire Curtain: High trim 21’6”

Main Curtain: Navy blue, 60’w x 21’t with fullness. Operates from stage right, guillotine or motorized traveler.

Grand Teaser: Navy blue, 60’w x 10’t with fullness.

Grand Torms: Navy blue, 12’w x 25’t with fullness; dead hung DSL & DSR.

Borders: (5), black trevira, each 52’w x 10’t

Legs: (5) pairs (10 pieces), black trevira, each 12’w x 25’t

Stage Left Masking: Three pieces, black trevira, each 12’w by 30’t, no fullness. Corner legs hung on “L”-shaped pipes.

Stage Right Masking: Four panels, black trevira, each 12’w x 18’6”t, dead hung stage right under fly floor.

Split-Panel Blackout: Two pieces, black trevira, each piece 28’w x 20’t, no fullness.

Full Stage Blackout: One panel, black trevira, 56’w x 20’t

Burgundy: Two pieces velour, each piece 30’w x 20’6”t with fullness, guillotine or motorized traveler.

Cyclorama: White, 52’w x 22’t.

Scrims: (2) black
(1) white
(1) navy blue

Bottom pipes supplied in-house.
**Fly System Hanging Schedule**

-All Battens (Pipe) 45 to 50 feet across- (* indicates permanent location)

<table>
<thead>
<tr>
<th>Set Number</th>
<th>Distance Upstage of Curtain Line</th>
<th>Rep House Hanging schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>-3’10”</td>
<td>Edge of Stage</td>
</tr>
<tr>
<td>--</td>
<td>-1-10”</td>
<td>Fire Curtain (High trim 22’)</td>
</tr>
<tr>
<td>--</td>
<td>-1-6</td>
<td>Grand Torms (blue)</td>
</tr>
<tr>
<td>--</td>
<td>-1-0</td>
<td>Grand Teaser(blue)</td>
</tr>
<tr>
<td>--</td>
<td>0-0</td>
<td>Grand Drape (blue, out trim 19’6”)</td>
</tr>
<tr>
<td>Set # 1</td>
<td>0-11</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>1-6</td>
<td>1st Elec</td>
</tr>
<tr>
<td>3</td>
<td>2-6</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>3-6</td>
<td>Elec 1A (4) Mac 700s</td>
</tr>
<tr>
<td>5</td>
<td>4-2</td>
<td>1st Border</td>
</tr>
<tr>
<td>6</td>
<td>5-8</td>
<td>1st Legs</td>
</tr>
<tr>
<td>7</td>
<td>6-9</td>
<td>Burgundy Traveler (motorized)</td>
</tr>
<tr>
<td>8</td>
<td>7-5</td>
<td>Screen</td>
</tr>
<tr>
<td>9</td>
<td>8-4</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>8-10</td>
<td>2nd Elec</td>
</tr>
<tr>
<td>11</td>
<td>10-1</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>11-1</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>11-7</td>
<td>2nd border</td>
</tr>
<tr>
<td>14</td>
<td>12-2</td>
<td>2nd legs</td>
</tr>
<tr>
<td>15</td>
<td>12-10</td>
<td>--</td>
</tr>
<tr>
<td>#16</td>
<td>14-2</td>
<td>3rd Elec</td>
</tr>
<tr>
<td>#17</td>
<td>15-1</td>
<td>--</td>
</tr>
<tr>
<td>#18</td>
<td>16-1</td>
<td>--</td>
</tr>
<tr>
<td>#19</td>
<td>16-9</td>
<td>3rd border</td>
</tr>
<tr>
<td>#20</td>
<td>17-6</td>
<td>3rd legs</td>
</tr>
<tr>
<td>#21</td>
<td>18-10</td>
<td>Two Panel, or split Blackout</td>
</tr>
<tr>
<td>#22</td>
<td>19-7</td>
<td>--</td>
</tr>
<tr>
<td>#23</td>
<td>20-4</td>
<td>4th Elec.</td>
</tr>
<tr>
<td>#24</td>
<td>21-1</td>
<td>--</td>
</tr>
<tr>
<td>#25</td>
<td>21-10</td>
<td>--</td>
</tr>
<tr>
<td>#26</td>
<td>23-7</td>
<td>--</td>
</tr>
<tr>
<td>#27</td>
<td>24-1</td>
<td>Black Scrim</td>
</tr>
<tr>
<td>#28</td>
<td>25-1</td>
<td>Cyc Lights</td>
</tr>
<tr>
<td>#29</td>
<td>25-9</td>
<td>Boarder</td>
</tr>
<tr>
<td>#30</td>
<td>26-7</td>
<td>Full Stage blackout</td>
</tr>
<tr>
<td>#31</td>
<td>27-3</td>
<td>White Cyc</td>
</tr>
<tr>
<td>--</td>
<td>28-1</td>
<td>Full Stage hardback panel</td>
</tr>
<tr>
<td>--</td>
<td>33-0</td>
<td>Back Wall</td>
</tr>
</tbody>
</table>

Note: This system varies constantly, except for set 7 and the main curtain, tormentor & teaser ensemble. Electrics and rep curtain hang can be moved with advance and restore estimates.

Revised 6/2/2014
THE LISNER AUDITORIUM
THE GEORGE WASHINGTON UNIVERSITY
TWENTY-FIRST AND H STREETS, NW.
WASHINGTON, D. C.

Seating Plan
Capacity 1490

CAPACITY
TOTAL: 1,470 plus wheelchairs
Orchestra (Rows A-H): 550 seats
Terrace (Rows AA-XX): 500 seats
Soundboard/Stage: XXXX

Revised 6/2/2014
Driving Directions

Coming from Maryland

From the East: (Route 50, New York Ave., I (Eye) Street) Route 50 West continues into the District of Columbia as New York Ave. NewYork Avenue will continue. Next look for I (Eye) Street, and bear off NewYork Ave. to Eye Street. Continue on I Street until you meet 21st Street and Pennsylvania. Turn left on 21st and continue to H Street. Lisner Auditorium is on your right at the corner of 21st and H Streets.

From the North: [Beltway, Gaithersburg, Fredrick, PA], (Routes 95, 495, 355, Wisconsin and Massachusetts Aves.) Take Route 95 to Route 495 (toward Silver Spring), continue until 355 South. This will become Wisconsin Ave, in the District of Columbia. Proceed on Wisconsin, turning left toward Massachusetts Ave., just after Massachusetts has crossed Wisconsin. Continue on Massachusetts until 21st Street. Turn right on 21st at the Ritz Carlton Hotel and continue on 21st Street two blocks past Pennsylvania Ave to H Street. Lisner Auditorium is located on your right at the corner of 21st and H Streets.

From the Northeast: [Baltimore, College Park, Green Belt], (B-W Parkway, Route 50, New York Ave, K Street) Take the Baltimore-Washington Parkway (Route 295) to Route 50 West. This will turn into New York Ave., in the District. New York Avenue will come to Mount Vernon Square. Here you will turn right off Mount Vernon Square to K Street. Continue on K Street until 21st Street. Turn left on 21st and continue to H Street. Lisner Auditorium is on your right at the corner of 21st and H Streets.

Coming from Virginia

From the West: (Route 50 East, Memorial Bridge) Continue on Route 50 East and cross the Arlington Memorial Bridge. Bear left at the Lincoln Memorial turning on to 23rd Street. Continue on 23rd Street until you reach H Street. Turn right onto H Street and continue until you reach 21st Street. Lisner will be on your right at the corner of 21st Street at H Street.

From the West (Alternative): (Route 66, Roosevelt Bridge) Continue on Route 66 crossing the Roosevelt Bridge. Take the Rock Creek Park exit. Continue on the Rock Creek Parkway to the first traffic signal. turn right onto Virginia Ave., at the third traffic signal, turn right on 25th Street. Next bear right on H Street. Continue on H Street to 21st Street. Lisner will be on your right at the corner of 21st Street at H Street.

From the South: (Route 395, Memorial Bridge) Take Route 395 to Arlington Memorial Bridge. As you cross the bridge you should see the Lincoln Memorial. Bear left at the Lincoln Memorial turning on to 23rd Street. Continue on 23rd Street until you reach H Street. Turn right onto H Street and continue until you reach 21st Street. Lisner will be on your right at the corner of 21st Street at H Street.

From the Beltway: (Route 95), take the George Washington Memorial Parkway (Exit 14) in Virginia. Continue on the parkway taking the exit for the Theodore Roosevelt Bridge. After crossing the bridge, the first stoplight on Constitution Ave is at 23rd Street. Turn north on 23rd Street, continuing until H Street. Turn right on H Street and continue on H Street until you reach 21st Street. Lisner will be on your right at the corner of 21st Street at H Street.

Please use this link to see a campus map;
Publicity Guidelines

1. Lisner must approve all promotional materials. Text for advertisements, flyers or press releases may be faxed to (202) 994-6906 attention Adah Pittman-DeLancey, or e-mailed to apittman@gwu.edu, for approval.

2. Please list the venue as “The George Washington University Lisner Auditorium” or “Lisner Auditorium at the George Washington University” on all tickets, posters, press releases, flyers, television commercials or any other promotional material. High resolution images of our logo (pictured above) are available.

3. Our address is “730 21st Street, NW” or “21st and H Streets, NW”. Wherever possible, please indicate that the Foggy Bottom/GWU Metro stop is 3 blocks from the venue (orange/blue line).

4. All public posting for your event must be in compliance with applicable Municipal regulations.

5. Our 24-hour concert line phone number is (202) 994-6800.

6. Since Lisner will be handling patron inquires regarding your event, please provide us a list of advertisements, radio stations/TV and the dates of placement.

7. Information regarding your event will be listed on Lisner's web page (www.lisner.org). Please E-mail the Lisner website form to Adah Pittman-DeLancey at apittman@gwu.edu and Katherine Jones at kcj@gwu.edu. Lisner reserves the right to edit information to maintain consistency of web page style.
Marketing support for rental events:

Marketing, publicity, advertising, and promotions for the event are SOLELY the responsibility of the rental client.

Lisner Auditorium offers the following marketing support to our rental clients:

- Inclusion on event and event details on the Lisner.org website

- Social media mentions of event via Twitter @gwlisner and Facebook.com/GWLisner. To facilitate social media inclusion, please provide us with your event/organization handles and be sure to use @gwlisner when mentioning your event via Twitter or Instagram.
  - 4 mentions
    - Note: Mentions may be in conjunction with other rental client events and client must supply Marketing Manager with proper urls/handles for each social site)
      - 1x on Facebook/Twitter day of on sale
      - 1x on Facebook/Twitter 1 week before show date
      - 1x on Facebook/Twitter week of show date
      - 1x on Facebook/Twitter day of show date

- Event can be added to the GWU University calendar. You can submit your events at [http://calendar.gwu.edu/](http://calendar.gwu.edu/) and a member of our staff will approve the entry.

- At the conclusion of your event, all ticket buyer emails, addresses, and other ticket buyer information will be provided.

- An 11x17 poster of your event can be displayed in our outdoor venue display case

- Postcards can also be displayed inside the upper lobby of the venue.

Lisner does NOT sell or share its press list or mailing lists with rental clients, nor will we distribute press releases or other materials to these lists.
**GW EVENTS AND VENUES TICKETING PROCEDURES**

Placing Events on Sale All events are ticketed through the GW’s ticketing system. Tickets on sale through outlets/phones/internet use the Vendini system; tickets may also be printed by our box office and given to the lessee for consignment (see below). A ticket set up sheet is required to put events on sale. Exemptions to this rule must be approved by the venue. Tickets will not be placed on sale prior to the full execution of the Lease Agreement and the deposit and all applicable fees have been received.

**GW Box Office.** Hours are Tuesday - Friday, 12pm - 6pm. The GW Box Office accepts only Visa, Mastercard, Cash, or GWorld. The phone number for Box Office information to be included on any promotional materials is (202) 994-6800. The Box Office will open one (1) hour before the Event for night-of walk up sales.

**Ticketing Fees** Customers are charged a $1.00 service charge per order when tickets are purchased in person at the GW Lisner Box Office. Tickets can also be purchased online or by phone. Online service fees are applied per ticket which is calculated upon the face value of the ticket.

<table>
<thead>
<tr>
<th>Price of Ticket</th>
<th>Service Fee Charged Per Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $19.99</td>
<td>$4.00</td>
</tr>
<tr>
<td>$20.00 - $39.99</td>
<td>$5.00</td>
</tr>
<tr>
<td>$40.00 – $84.99</td>
<td>$6.00</td>
</tr>
<tr>
<td>$85.00 – 99.99</td>
<td>$7.00</td>
</tr>
<tr>
<td>$100.00 and up</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Phone order fees include the online service fees, as well as a $2.00 phone order fee. Delivery charges are as follows: Will Call: $2.00, USPS: $3.00, Print at Home: $0.00, Mobile Phone: $0.00

**Ticket Consignments** Tickets may be consigned to various locations frequented by your audience. To consign ticket, request in writing the number and location of seats to be pulled. All consigned tickets must be pulled at the “Adult” price only. No other ticket types can be printed on consignment. Schedule an appointment to pick up your tickets (please allow one full business day) and sign a release; consigned tickets cannot be mailed. You must supply a list of the locations and phone numbers selling consigned tickets. Tickets can only be sold at these locations. Consigned tickets may not be sold online or allocated through any other means. Consigned Tickets can only be sold during GW Lisner Box Office hours and if any patrons requests Accessible seating, it is the consigned location’s responsibility to contact Lisner staff immediately to finalize the transaction and fulfill the patron’s request. Unsold consigned tickets may be returned to the system if returned at least 24-hours before your event, or by Friday at 4:00 PM for a weekend event. (Tickets returned after this time cannot be sold.)

**Seating Information**

**Lisner Auditorium**
- Seat Designation: Rows A-N are “Orchestra,” and the seats in rows AA-UU are “Terrace.”
- House right is even numbered. House left is odd numbered.
- Eight seats -- row AA, seats 102-116 are considered University Seats-- and are for use by the University.
- The University requires one hundred tickets to sell to GW students at a discounted rate of at least 20%.
- Accessible seating can be purchased through any outlet that is available to the public. Accessible seating will be released per the venue’s policy.

**Row N** (Seats 2-16, 1-15 and 102-120) accommodates patrons using wheelchairs and their companions.

**Row B** (Seats 102-118, 101-117 and 2-18 and **Row C** (Seats 2-20) accommodate visually and hearing impaired patrons.
- Obstructed Seating is held off sale automatically. These seats may have partial views depending on technical set-up. They cannot be released until technical load-in is set; these seats are only sold when the event is sold out.

**Ticketing Charges**
- Event set up fee – Lisner Auditorium: $400  Betts: $250  JMA: $250
- Substantial changes to original setup - $50 (No changes after any ticket is printed)
- $0.35 per ticket printed or sold
- 3.5% of all credit card sales
- Ticket Sellers on the night of the show: $20 per person/per hour (2 person minimum)

**Settlement** All internet, phone and box office funds -- less any outstanding bills -- will be issued by the Events and Venues Finance Department within 10 business days of the event.

Revised 6/2/2014