

# **EKU Theatre Reservations paid through Inter-Account Billing**

In order to better serve you, please complete and fax or email the following information to: [connie.byers@eku.edu](mailto:connie.byers@eku.edu) or fax to 622-5904.

Reservation Information for Inter-Acct. Billing	
Date:	
Contact Person:	
Contact Phone Number:	
Contact Email Address:	
Department:	
Billing Campus Address:	
Organization No:	
Account No:	
Name of Show:	
Day of Show:	
No. of Student Tickets:	
No. of Adult Tickets:	
No. of Senior Tickets:	

Tickets may be reserved when the box office opens the Monday, 9 days prior to the opening of each production.

Box Office hours are:        Noon – 4:00 PM, Monday – Friday  
   7:00 PM – 7:50 PM, performance nights  
   1:00 PM – 1:50 PM for Sunday Matinee

Ticket Prices    \$5.00 Students        \$6.00 Adults        \$5.00 Seniors (62 and over)  
**Musicals        \$6.00 Students        \$8.00 Adults        \$6.00 Seniors (62 and over)**

We cannot guarantee seats will be available without completed paperwork. Once the Theatre office receives the completed Reservation Information form, we will complete an Inter-Account Bill and send it to you for the authorization signature. Fax or email the authorized form back to our office. We will complete your reservation and hold tickets for your organization. I will email you that the transaction is completed.

Tickets will be reserved under the *contact person's name*. The contact person may pick up tickets the night of the production for distribution or during regular box office hours prior to the production.

**\* We are sorry but no refunds can be provided for unused reservations.**

If you have any questions, please call 622-1315 or send an email to [connie.byers@eku.edu](mailto:connie.byers@eku.edu). Thank you for your support!

EKU Theatre

**\*\* Both the Reservation Information form and an Inter-Account Bill form must be completed and signed before tickets can be reserved.\*\***