

GROUP COORDINATOR CHECKLIST

FIRST THINGS FIRST

Select a performance date. Ask our Group Sales representative for program descriptions and which dates have the best availability.

Estimate the size of your group. A minimum of 20 people are needed for special group pricing when offered.

Decide whether the Flexible Group Sales Plan or Standard Group Sales Plan fits your needs.

Contact the Group Sales representative.

IF YOU DECIDE ON THE FLEXIBLE GROUP SALES PLAN

Choose contiguous or opening seating in your desired seating section. Decide whether you want to sit together or allow your members to select any available seat in your desired seating section.

Promote the event. Email an invitation along with a link to the custom web page and special offer code at least one month in advance of your event date.

Keep promoting your event. For a successful event, weekly e-blasts are recommended.

Send a reminder the week of the event. We can provide you a list of the names and email addresses of everyone who purchased tickets.

Tickets will be mailed directly to your group members. No more hassle of handing out tickets!

IF YOU DECIDE ON THE STANDARD GROUP SALES PLAN

Reserve tickets for your group in the desired seating section.

Final ticket count is required one month prior to your event date.

Submit payment. Refer to Traditional Group Sales Plan web page for complete billing details.

A 50% non-refundable deposit is due seven days after the reservation is placed.

Full payment along with final ticket count is due 30 days prior to event date.

Collect payment from your members, if applicable. Single payment must be made to SF Ballet.

Tickets will be mailed to you to distribute to your members. Remember to keep a list of the members who purchased tickets.

Contact Information:

Group Sales representative

Telephone: 415.865.6785

Email: grpsales@sfballet.org

Have a fabulous time at the Ballet!