

Group Booking Form – Schools

Schools Spectacular 2022, Qudos Bank Arena

Ticket Order Form / Tax Invoice

This form is your ticket order form for Ticketek AND your tax invoice for SAP

Tax Invoice Form Completion Date: ____ / ____ / ____ **SAP Purchase Order Number** _____

If you are processing this invoice after 1 October 2022, please enter 1/10/2022 to ensure you get your tickets.

Ticketek ABN: 92 010 129 110
ORDER FORM MUST BE RECEIVED BY:
FRIDAY 21 OCTOBER 2022
Minimum order of 10 tickets on this order form

School/Organisation: _____

Contact: _____

Telephone: _____

Mobile: _____

Address: _____

Postcode: _____

Email: _____

SPECIAL ACCESS

We require access for people and support person(s) (maximum 3) accompanying due to:

WHEELCHAIR / OTHER:

Payment:

- Tickets can be paid with your School PCard (department preferred option)/credit card or through SAP.
- Complete this form; this is needed for both Ticketek and EDConnect.
- Click on the following link to fill out the Ticketek group booking enquiry form and to upload this order form:

<https://premier.ticketek.com.au/shows/show.aspx?sh=SCHOOLSPGP>

- You must complete all mandatory fields on line.
- Type SCHOOLS SPECTACULAR in the event name field to display the four performances and select the correct event. This will automatically populate the grey fields.
- In the DESCRIPTION field type "AS PER ATTACHED ORDER FORM".
- There is a guide online to assist you.
- Ticketek Groups will reserve your tickets until payment is made and call the contact on this form to discuss payment method

PCard/Credit card:

1. Ticketek Groups will call the contact person on this form for payment by PCard /Credit Card over the phone.
2. Contact Ticketek Groups 1300 364 001 if you have any questions.

SAP:

1. Complete the process through SAP to get your Purchase Order Number: **Vendor Number 100 313 359**
2. Write the Purchase Order Number on the top of this form.
3. Email it to EDConnect Accounts Payable once PO approved, EDConnect.accountspayable@det.nsw.edu.au

4. Note: Leave enough time for the 30-day payment prior to the event to ensure you receive your tickets in time.

- Individual tickets AND ORDERS LESS THAN 10 can be ordered through Ticketek at www.ticketek.com.au
- **Concession:** Child (4-15yrs) / pensioners / seniors / full time students
- A service/delivery fee of \$9.95 per transaction applies.
- Orders are processed in order of receipt of payment.
- The Supplementary Booking Fee (SBF) is included in the ticket price.

Ticket order confirmation: One complimentary ticket is provided **in addition to every 20 paid tickets**

Ticket		Price	Friday 25 Nov. 7:00pm	Saturday 26 Nov 1:00pm	Saturday 26 Nov 7:00pm	Subtotal Cost
			Number of tickets	Number of tickets	Number of tickets	
Platinum	Adult	\$60.00				\$
	Concession	\$50.00				\$
	Family of 4	\$186.00				\$
Gold	Adult	\$46.00				\$
	Concession	\$36.00				\$
	Family of 4	\$131.00				\$
Subtotals						\$
					Service/Delivery Fee	\$ 9.95
TOTAL PAID TICKETS				Total Comps		TOTAL COST

Box Office Use Only