

The Met's Promotional Resources

The Met's Promotional Resources include the following list. **1.** The Met Website, **2.** Window Displays, **3.** Posters, **4.** Flyers/Hand-Outs, **5.** Met Marquee, **6.** The Met's Art Gallery, **7.** The Met is a TicketsWest Outlet, **8.** TicketsWest Commission Fees, **9.** Crowd Management Services and **10.** Met Staff.

1. "The Met Website" www.mettheater.com

Please submit description of event and photos to www.mettheater.com

Presenters will be responsible for proofing and editing their Event description.

Please make sure your description is complete.

- Date and Time
- Title
- 80 to 160 Word Description
- Ticket Prices
- Date Tickets go on Sale
- Where Tickets can be Purchased
- Event Website
- Event Photo - 300-dpi Color (recommended) Photo/Graphic on a .jpg or .tif Files

Remember that a picture tells 1,000 words.

2. Window Displays

We have two window displays on Sprague Avenue, courtesy of The Met to promote your Event. Please note - only two window displays are available, so every event can not be guaranteed a window display. Scheduling of window displays is based on a "first come, first serve" basis. The West Window is approximately 6 ft. high, 9 ft. across, and 3 ft. deep. The East Window is approximately 6 ft. high, 9 ft. across and 2 ft. deep. ***For more information please see detailed information on The Met's Window Display Guidelines.***

3. Posters/Lobby Windows

There are 5 windows in the lobby entrance (box office area) for poster display. Posters should be taped back to back to be seen outside and inside for a total of ten. Posters can be put up during Lobby Business Hours (10:00 AM – 2:00 PM, Monday through Friday).

Recommended sizes – 8 ½ x 11, 8 ½ x 14, 11 x 14 and 11 x 17.

Please do not take down posters that are not outdated or tape your poster on another poster. Posters should be up at least one month before event. If you are unable to put up your posters please mail ten of them to: The Met, Attn: Marketing, 901 W. Sprague Avenue, Spokane, WA 99201.

4. Flyers/Hand-Outs

The literature display on the wall in the lobby holds promotional material. ***Recommended sizes*** – 3 ¾ x 8 ½, 5 ½ x 8 ½ and 8 ½ x 11. Color and heavyweight paper is recommended. The Information table can display promotional material ***Recommended sizes*** – 4 ½ x 6 up to 8 ½ x 11.

5. Met Marquee

On the day of your event, the title, date and time will be placed on Marquee facing East of Sprague Avenue. The title can be on two lines with 18 letters (including spaces) on each line. The bottom line is reserved for date and time.

6. The Met's Art Gallery

The Met's Art Gallery is free and open to the Public. Viewing hours are Monday through Friday, 10:00 AM until 2:00 PM and for ticket holders during performances. Original Artists are featured on a monthly basis. For more information contact Michael Smith at (509) 227-7404 or michael@mettheater.com. Artists will also be featured on The Met's website www.mettheater.com

7. The Met is a TicketsWest Outlet

TicketsWest charges a \$5.00/ticket "convenience fee" when tickets for Met events are purchased at one of their outlets. However, this fee is waived when tickets for Met events are purchased at The Met Box Office (TicketsWest Outlet). When purchasing with a Credit/Debit Card there will be a \$1.00 service fee per ticket. TicketsWest will not accept checks for General Admission events. All events at The Met are "Reserved Seating" unless arrangements have been made with Michael Smith. Box Office hours are Monday through Friday, 10:00 AM until 2:00 PM. For Tickets by telephone, call (509) 325-SEAT/800-325-SEAT, or purchase tickets online at www.ticketwest.com. A \$2 Met Preservation fee is added to all tickets.

8. TicketsWest Ticket Commission Fees

TicketsWest charges a percentage of the ticket sales (after city admissions tax, if applicable) vs. a minimum fee, whichever is greater. The minimum fee for events held at The Met is \$50.00. The percentage is based on the highest ticket price for the event according to the following table. The fee for Non-profit organizations is 3% or \$50.00 minimum.

TicketsWest Ticket Commission

3% for all shows.

Staffing Fees

TicketsWest will provide staffing, when arrangements have been made in advance. The cost is \$15 per hour, per person, 3 hour minimum.

Printing Fees

TicketsWest charges \$.10 per ticket for the printing of promoter sales and/or complimentary tickets. The charge is \$.05 per ticket for non-profit organizations.

For more information and to set up ticket sales for an event please call TicketsWest at (509) 325-7320. To purchase tickets call (509) 325-SEAT or 1-800-SEAT. Online at www.ticketwest.com or email [Benjamin Stuckart](mailto:Benjamin.Stuckart@mettheater.com) (509) 325-7322

TicketsWest

720 W. Mallon Avenue
Spokane, WA 99201

(509) 325-7320

9. Crowd Management Services

The Met requires Crowd Management Services (CMS) for events needing professional security and safety personnel. All CMS personnel are excellently trained in professional crowd management. CMS will be an excellent representative for your business. Please contact Dave Christenson at-

CMS

720 W. Mallon Avenue
Spokane, WA 99201
(509) 328-8778

10. The Metropolitan Performing Arts Center

901 W. Sprague Avenue
Spokane, WA 99201
(509) 227-7638
Fax (509) 227-7778
www.mettheater.com

Met Staff

Michael Smith – Met Manager... (509) 227-7404... mikes@metmtg.com
Brian Ritter – Technical Director... (509) 227-7401... brianr@metmtg.com
Technical Assistants – Rick Jones, Tony Kacalek, Scott Martinez and Steve Warrington
Darlene Kacalek – Marketing Manager... (509) 227-7402... darleneb@metmtg.com
Michelle Moore – Custodian & Concessions... (509) 227-7542... michellem@metmtg.com