Northern Michigan University
Department of Theatre and Dance
Ticket Request Donation Policy

Michigan non-profit charitable organizations, recognized institutional organizations and educational institutions may submit a ticket donation request form, in addition to an official letter from the organization, for one (1) event per year to be considered for a charitable donation by the NMU Department of Theatre and Dance.

Tickets donated are based on availability and at the discretion of NMU Theatre and Dance. Tickets donated are limited to regular-season events and fundraising events, excluding rental events. Submitting the form does not guarantee the request will be fulfilled. Forms not fully completed will not be considered. Phone requests will not be accepted.

Submit your request by mail, email, or in-person to:
NMU Department of Theatre and Dance
% Box Office Manager
1401 Presque Isle Ave
Marquette, MI 49855
Email: nmutd@nmu.edu

Enclose a self-addressed stamped envelope with the completed request if you would like to receive your certificate(s) by mail.

Plan your requests as far in advance as possible, as they will be reviewed within 5-7 business days. After review, all requestors will be contacted regarding the decision.

Thank you for your interest in Northern Michigan Theatre and Dance Season. We truly appreciate your support and enthusiasm.

Best Regards,

The NMU Theatre and Dance Faculty & Staff

Theatre and Dance Ticket Request Donation Form

Please return completed forms by mail, email, or in-person to:
NMU Department of Theatre and Dance, % Box Office Manager, 1401 Presque Isle Ave. Marquette, MI 49855
Email: nmutd@nmu.edu
Ticket requests are reviewed in 5-7 business days, please plan accordingly.

Requesting Organization: _____

Organization: _____

Mailing Address: _____

Contact Person:_____

Phone: _____

Email: _____

Is your organization a non-profit? Yes No

Organization's tax identification number (*Required*):_____

What will the tickets be used for? __Fundraiser __Auction __Giveaway __Promotion __Other (*Explain*): _____

Tickets Requested

Show Name:_____

Event Date:_____

Number of Tickets (*Max. 10 Tickets*):_____

Seat Location Preference (*if any*):_____

Tickets will be redeemable with the certificate provided via email upon approval of your request unless otherwise arranged by the NMU Department of Theatre and Dance Box Office Manager. Please go to the NMU Ticket Office located in the Superior Dome to redeem your tickets with your certificate.

I certify that the information provided is correct and the tickets I am requesting are an NMU Theatre and Dance regular season event.

Signature of organization representative: _____Date: _____

STOP Department of Theatre and Dance Internal Use Only beyond this point.

Is this an internal or external ticket request? __Internal __External

Is this ticket request for an organization or individual? __Organization __Individual

How will the requesting organization/individual receive their tickets? __Certificate__Will Call __E-tickets

Pick-up from the NMU Ticket Office__ Other (Explain): _____

If you chose E-tickets above, list e-mail address they should be sent to: _____

Box Office Manager Signature: _____Date: _____

Department Head Signature: _____Date: _____