

Below, please find the set up for our on-line ticket sales, please have all interested parties follow the below protocol for setting up their account with J'La Chic Theatre 39 on Pier 39 in San Francisco. They will make their commission based on the service charge which will be \$2.50 per ticket. Payment will be made 5-10 days after each event and can be paid via check or direct deposit if possible.

The theatre has several performances a month throughout the year, and the Agent can sell any event on our calendar. All events are posted on our website at www.JLaChic.com via the Performance/Entertainment page. For a direct link, they may merely click: <http://www.bayarea-events.com/eventcalendar.html>

Descriptions of each production is accessible by clicking the picture of the event. The process for being set up is:

- Agent sends us their e-mail address with their name, hotel, and contact numbers
- They will be assigned an Agent username and password unique to them and the theatre.
- To sell tickets, they go to above-mentioned entertainment page, and click the STAR BANNER
- this will get them to J'LaChic's internal box-office for tix.com where they key in their username and password.
- once signed in they type "0" zero to open the register box
- they now have access to all productions on our calendar
- there may be numerous dates for each production, they can scroll the events list and select the date that the customer would like to attend then click the sell link
- It's pretty straight forward from there. The agent merely inserts the information that is requested on the screen. The system takes Visa, Mastercard or American Express. Sales are immediately reflected in the system, and customers make pick up tickets at will-call. A confirmation number is given at the completion of each transaction which the customer may bring with them, along with identification to the box-office
- Reports may be run at anytime to keep track of individual sales.

We hope this will be simple enough to insert in to the agents' workday and that it becomes a win-win for all. Our goal as you know is to fill the seats. On occasion we will promote special discounted pricing's so we will send any variations to the Agents via e-mail or phone. Any questions or concerns will be addressed accordingly.

Thank you tremendously for your support of the arts!

Johnny Trotman
Executive Producer
J'La Chic Theatre39
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