

## Lighthouse Name a Seat - FAQs

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**We are delighted to offer you the opportunity to name seats in our auditorium.**

**As a registered charity, Lighthouse relies on the generous support of our patrons. Please find below a list of frequently asked questions.**

### **Can I choose my seat?**

Seats will be named on a first-come, first-served basis. You will be given the choice of stating if you have a preferred seat. We will aim to accommodate your wishes as far as possible.

*Please note that a few seats may be removed for some shows, depending on seat configuration.*

### **What message can I put on my plaque and where will it be located on the seat?**

You can include a name on your plaque, along with an additional personal message of up to 50 characters. For example, Donated by .... A gift for ... In memory of .... or a quote.

*Please note there is a maximum of 3 lines available.*

The plaque in the Concert Hall will be fixed to the front of the seat and on the seat return in the Theatre, Studio and Cinema.

**The images below give an indication of how the plaques will look in the Concert Hall stalls and balcony.**



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The images below give an indication of how the plaque will look in the Theatre, Studio and Cinema.



### How will you confirm how my message will appear?

Once we have received confirmation of your message, we will contact you to acknowledge your donation and provide a proof of how the text will appear on your plaque. We will then ask you to confirm agreement of this proof for our records and this will be taken as your final approval for the engraving.

We will take great care to ensure that your plaque is correct against your approved copy before it is affixed to the seat.

*Please note that Lighthouse reserves the right to approve and adjust final messaging on your plaque.*

### Can a group of people name one seat?

Yes, of course. It is also possible for a group to name a group of seats in the same row or adjacent rows to create a block.

### How long will the plaque remain on the seat?

Lighthouse undertakes that your plaque will remain in position for a minimum of 10 years. After 10 years, Lighthouse holds the right to remove the plaque. If this occurs, we will do our best to contact you regarding collecting the plaque or renewing its life.

### When will the plaques be fixed to the seats?

We will write to you to acknowledge your donation and confirm the details of the plaque. Once payment is received the plaque will be installed within 60 days.

### How do I pay?

You can pay for your seat by cash, cheque or debit/ credit card in person, by post or over the telephone. You can pay in one lump sum or in 10 equal monthly instalments.

Please note that personal donations will be eligible for Gift Aid, which can make your donation worth more. For every £1 you give, we receive an additional 25p from HM Revenue and Customs. If you pay tax at the higher rate, you can claim further tax relief in your self-assessment tax return. If you are eligible, we would be grateful if you could inform us and we will send you a form to complete.

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### **When can I view my plaque?**

We will contact you to arrange for you to come and see your seat at a quiet time for a photo opportunity.

### **Will my name and my dedication appear anywhere else?**

With your agreement, acknowledgement of your support will be included on our website as part of our Supporters' Thank You page and as part of our planned Donor Wall.

### **Will I always be able to sit in my seat and do I get free entry to all performances?**

Lighthouse cannot promise you will be able to sit in 'your' seat. However, if you book for performances well in advance and advise the box office of your preferred seat then it may be possible for you to sit in or next to your seat.

*Please note naming a seat does not entitle you to attend performances free of charge or allow for any future discounts on tickets or events.*

### **What will my donation support?**

Your generous donation will help us support the creation of new work and expand the opportunities of our young people through our education programme.

### **Thank you for thinking of us.**

Please contact us on 01202 781310 or email [fundraising@lighthousepoole.co.uk](mailto:fundraising@lighthousepoole.co.uk) if you would like to Name a Seat.