

PSU BOX OFFICE
EVENT TICKET SALES
REQUEST FORM
(At the Door Sales only)

EVENT _____

EVENT
DATE _____

EVENT LOCATION _____

Sponsoring Organization _____

Organization Banner Index Code: _____
Phyllis Hayes Initials _____ **(REQUIRED FOR STUDENT SPONSORED EVENTS)**

Staff or Faculty representative _____

Campus Phone # _____ **(Required for Student sponsored Events)**

CONTACT PERSON _____

CONTACT PHONE NUMBER_ (for Monday – Friday 9am to 5pm)

CONTACT E-MAIL _____

TICKET PRICES

ADULT _____

SENIOR _____

FACULTY / STAFF _____

PSU STUDENT _____

STUDENT / CHILD _____

HOURS TICKET SELLERS REQUIRED

(Ticket Seller will require 15 minutes to set-up and up to 20 minutes to reconcile after the event is over)

NOTE: We suggest that you begin selling tickets at least 1 hour before your event starts

TICKET SALES BEGIN	EVENT BEGINS	TICKET SALES END	# OF TICKET SELLERS
_____	_____	_____	_____

COMP TICKET FOR SELLER? YES NO