

PSU TICKET SALES REQUEST FORM  
(for PSU Users)

Organization: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Advisors Initials: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Banner Index code for Deposits: \_\_\_\_\_ Phyllis Hayes Initials: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact e-mail address: \_\_\_\_\_

Emergency Contact(Cell phone name & #) \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**Dates & Times:** \_\_\_\_\_

**Location:** \_\_\_\_\_

On Sale Date: \_\_\_\_\_ Reserved seating OR General Admission (circle one)

**Ticket text: as it will appear on your tickets**

S = Small letters B = Large letters (25 characters maximum including spaces)

s: Portland State University

B: \_\_\_\_\_

s: \_\_\_\_\_

B: \_\_\_\_\_

s: (This line is always the Venue) \_\_\_\_\_

B: (This line is always Day, Date and Time) \_\_\_\_\_

**Ticket Prices:**

**Reserved** Price level 1

Reserved

Price Level 2

Reserved

Price Level 3

**Description:**

Change as needed

Or **General Admission**

\$

ADULT / FULL

\$

SENIOR

\$

PSU STUDENT

\$

CHILD (Age:12 & under)

\$

?

?

?

DAY OF SHOW (increased)

(Prices listed DO NOT include the service charge)

Comments:

Event Sales: Number of sellers:

Hours needed: (Ex Users 2 hour min.)

Start time: 1:25 hours prior to event

End time:



**Return of this form and set up of event recognizes acceptance of All TicketMaster and PSU fees.**

g:/user/ scottd /lincolnhall / Internal TM event form.wpd