

**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	Reserved	Description:
Reserved Price level 1	Price Level 2	Price Level 3	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