

**PSU BOX OFFICE
TICKETMASTER ADVANCE SALES REQUEST
(For External Users)**

EVENT INFORMATION

Name of Event _____
 Date(s)/Time(s) _____
 Location _____ Capacity _____
 On Sale Date _____ [] Reserved Seating OR [] General Admission (check one)

PROMOTER INFORMATION

Name/Organization _____
 Phone _____ Fax _____ Email _____
 Tax ID # _____ SS# (if no Tax ID #) _____
 Contact Person _____ Pay Check to _____
 (PSU cuts check one day per week, and makes ACH transfers every day – please fill in the ACH form you received with this packet)
 Address (for payment purposes) _____

TICKET INFORMATION AND PRICING

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 Type *	Price Level 1 (GA)	Price Level 2
Adult	\$	\$
Senior	\$	\$
Student	\$	\$
Child	\$	\$
Faculty/Staff	\$	\$

* Please define in spaces provided. List and publicize prices *including* PSU service charges - \$2 for Departments, \$1 for SALP Groups.

TICKET SELLER HOURS REQUIRED

(Ticket Seller will require 15 minutes to set up and up to 20 minutes to reconcile after the event is over. Also, we suggest that you begin selling tickets at least 1 hour before your event starts.)

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

The charge for ticket sellers is \$10.00 per seller, per hour. If you choose, this cost can be offset by adding a \$1.00 service charge to each ticket price.

Will you add this \$1.00 charge in lieu of the hourly fee? Yes [] No []