

**PSU BOX OFFICE
TICKET REQUEST FORM
DOOR SALES ONLY
(For external users)**

EVENT INFORMATION

NAME OF EVENT _____	
DATE/ TIME _____	
LOCATION _____	CAPACITY _____

PROMOTER INFORMATION

NAME _____		
E-Mail Address _____		
Phone # _____ (Monday – Friday 9am to 5pm)	Cell # _____ (Night / emergency contact)	Fax# _____
Remittance to: _____		
Federal Tax ID number: (or SSN) _____		
<i>Payment post event will take at least 10 working days. This time line may be shortened by setting up direct deposit with the University. If you are willing, please request copies of the W-9, and direct deposit paper work.</i>		

TICKET PRICING (Price categories can be changed)

ADULT \$ _____	STUDENT \$ _____	(Please define)
FACULTY / STAFF \$ _____	SENIOR \$ _____	(Please define age)
YOUTH / CHILD \$ _____	(Please define age)	
Free Admission? Who? _____		
[] Hand Stamps or [] Wristbands <i>*check one if either are needed</i>		

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)			
NOTE: We suggest that you begin selling tickets at least 1 hour before your event starts.			
One seller can handle up to 200 attendees.			
TICKET SALES BEGIN	EVENT BEGINS	TICKET SALES END	# OF SELLERS
_____	_____	_____	_____
<i>The charge for ticket sellers is \$10.00 per seller, per hour. If you choose, this cost can be off set by adding a \$1.00 service charge to each ticket price.</i>			
Will you add this \$1.00 charge in lieu of the hourly charge? YES [] NO []			