Portland State University
TICKETMASTER ADVANCE SALES REQUEST
(For Internal Users)

## EVENT INFORMATION

Name of Event _____

Date(s)/Times(s) _____

Location _____ Capacity _____

On Sale Date _____ ☐ Reserved Seating OR ☐ General Admission (check one)

## PROMOTER INFORMATION

Sponsoring Organization _____ Banner Index Code _____

Advisor Initials _____ *(REQUIRED FOR STUDENT SPONSORED EVENTS)*

Staff or Faculty representative _____

PRIMARY CONTACT _____ E-Mail Address _____

Phone# _____ Cell # _____ Fax# _____
(Monday – Friday 9am to 5pm) (Night / emergency contact)

## 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 ☐