

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

**EVENT INFORMATION**

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

**PROMOTER INFORMATION**

|   |   |            |
|---|---|------------|
| Sponsoring Organization _____   |   |            |
| <b>Organization Banner Index Code:</b> _____                          |   |            |
| Advisor Initials _____ <i>(REQUIRED FOR STUDENT SPONSORED EVENTS)</i> |   |            |
| Staff or Faculty representative _____                                 |   |            |
| PRIMARY CONTACT _____   |   |            |
| CONTACT E-Mail Address _____  |   |            |
| Phone# _____<br>(Monday – Friday 9am to 5pm)                          | Cell # _____<br>(Night / emergency contact) | Fax# _____ |

**TICKET PRICING**

|  |  |
|--|--|
| ADULT \$ _____   | SENIOR (Please define age) \$ _____        |
| STUDENT (Please define) \$ _____   | GROUP (Please define) \$ _____             |
| FACULTY / STAFF \$ _____   | YOUTH / CHILD (Please define age) \$ _____ |
| Free Admission? Who? _____<br>(e.g. children 3 & under)                  |  |
| [ ] 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)<br><b>NOTE: We suggest that you begin selling tickets at least 1 hour before your event starts.</b><br><i>One seller can handle up to 200 attendees.</i> |              |                  |              |
| 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 [ ]   |              |                  |              |