



BOX OFFICE TICKET SALE REQUEST FORM

Event Title: _____

Name of Organization/Event Producer: _____

Event Date: _____

Event Location: _____

Event Start Time: _____ Time Doors will open: _____

Total # of Tickets to be sold (if different than seating capacity of venue): _____

Seating: (select one) Reserved Seating _____ General Admission _____

Pricing:

*Note: An Oswego State Student discount price must be offered for all events held at Oswego State venues

Presale
General Public: _____
Faculty/Staff: _____
Senior/Youth: _____
Oswego State Student: _____

Day of Price
General Public: _____
Faculty/Staff: _____
Senior/Youth: _____
Oswego State Student: _____

Any additional ticket prices: _____

Will you require complimentary tickets to be printed? Yes ___ No ___

Date for tickets to go on sale: _____

Length of event: _____ Is there an intermission? Yes ___ No ___

Event website: _____

Event description: Please email to tickets@oswego.edu

Will it be necessary to have the box office open the night of the event? Yes ___ No ___

Unless noted, tickets will be sold at the Campus Center, Downtown and Tyler Box Offices and online at tickets.oswego.edu

Name of Ticket Sale Requestor: _____

Signature of Ticket Sale Requestor: _____

Email of Ticket Sale Requestor: _____

*Note: Once this event is registered in our system, no additional changes can be made.

*Note: There is a \$0.50 charge per ticket sold for system usage.

Please return this form to the Box Office at the Campus Center or Hewitt Union Box Office a minimum of 10 business days prior to the ticket sale date.