BOX OFFICE TICKET REQUEST FORM

EVENT INFORMATION

Event Title:__________________________________________________________

Name of Organization/Event Producer:__________________________________

Event Date:___________________________________________________________

Event Location:________________________________________________________

Event Start Time:_________________ Time Doors will open:____________________

Date for tickets to go on sale:_____________ Length of event:____________________

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

Seating: (select one) Reserved Seating__________ General Admission______________

Ticket Prices:
General Public:______________ Oswego State Student:______ Seniors:___________
Faculty/Staff:______________ Youth:____________________________

Any additional ticket prices:________________________________________________

Will you require complimentary tickets to be printed?  Yes* _____ No_____
(*SA Organizations seeking comp tickets must obtain approval from the Director of Finance)

Event website:________________________________________________________________

EMAIL Event description and photo to tickets@oswego.edu Photos must be landscape formatted and less than 90 bytes.

ORGANIZER’S INFORMATION

Contact Name:__________________________________________________________

Signature of requestor:________________________________________________________________

Email Requestor:__________________________________________________________

Emails of additional person(s) that should have permission to view reservation list/ticket count:

Box Office receipts will be sent only to the Organization, personal checks will not be issued. If event sponsor has a State IFR account, journal transfers can be made.

*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.

Please return this form to the Box Office a **minimum** of 5 business days prior to the ticket sale date.
Is there language or images that should be printed on a customer’s E-ticket?

Customers receive an email confirmation of their purchase. Is there specific language you would like your customers to receive?

Do you have an image or graphic associated with your event? Image should be 160 x 160 for web use.