

PITTSBURG STATE UNIVERSITY
 OVERMAN STUDENT CENTER
 TICKET AND ONE CARD OFFICE
 PITTSBURG, KS 66762-7509
 (620) 235-4796
 Fax (620) 235-6172

CONTRACT FOR TICKET SERVICE

This contract MUST be completed and returned to the Ticket Office a week prior to beginning date of sales. Please provide copies of any background information you may have on the event, the performance, etc., so that questions can be answered to help promote the event.

Name of event _____

Date(s) of event _____ Time _____

Location of event _____

Sponsoring organization/department _____ Phone _____

Individual responsible _____ Phone _____

Credit receipts to: Name _____ Fund & Unit # _____

Date you would like advance sales to begin _____ End Date _____

Type and # of tickets? Reserve seats _____ General Admission _____

Ticket Prices:

	Advance	At Door	Season Price
a. Adult &/or General Public	\$ _____	\$ _____	\$ _____
b. Age 17 and under, age 65 & older Alumni Assoc. Members	\$ _____	\$ _____	\$ _____
c. PSU students w/PSU Photo ID	\$ _____	\$ _____	\$ _____
d. Current staff w/PSU Photo ID	\$ _____	\$ _____	\$ _____
e. Retired Faculty/Staff	\$ _____	\$ _____	\$ _____
f. Group (group is 10 or more with a sponsor that collects all money and purchases a block of ADVANCE ONLY tickets from the Ticket Office prior to the event.)	\$ _____	\$ _____	\$ _____

Are you planning on Complimentary Tickets? _____

If so, enter name of responsible person: _____ Phone _____

NOTE: There will be a \$15.50 fee per worker. (If the ticket seller is needed for more than 2 hours it will be a \$7.75 per hour Fee in addition to the \$15.50.)

Do you want Ticket Seller(s) on site? Yes _____ No _____ If yes, how many? _____

At what time would you like the ticket sellers to begin sales? _____ End sales? _____

How would you like your ticket to read? _____

 Person Responsible for Event _____ Date _____

 Ticket Office Representative _____ Date _____