

# A Handy Info Sheet for You

Questions? Please contact Mary Barrios – [barrios@uoregon.edu](mailto:barrios@uoregon.edu)

## Info on submitting your event

- Organization must submit event form to the UO Ticket Office at least **12 working days** prior to the event
- Your event will take approximately 2 business days to build and put on-sale
- You will be emailed a link to the online order page once the event is on-sale

## Posters

- Feel free to email us your event poster: [ticket@uoregon.edu](mailto:ticket@uoregon.edu)
  - Your event will be advertised on our website as well as the UO Calendar of Events
- Dimensions for digital display ad-board: 1080 (wide) x 1440 (long)
  - .png files work the best

## Important

- ALL ADVANCE TICKETS MUST BE PURCHASED FROM THE UO TICKET OFFICE.
  - Pre-sales by the organization are not allowed. People who wish to purchase tickets for an event in advance must do so only at the UO Ticket Office.

## Comp Tickets & Event Staff

Finalized list must be submitted to the UO Ticket Office by the following deadline:

- Weekday (Mon-Fri) events: no later than 5pm on the day before the event
- Weekend (Sat-Sun) events: no later than 5pm on the Friday before event

- COMP TICKETS
  - Student Group must provide the UO Ticket Office with a list of names of everyone who will be receiving complimentary tickets (ex. VIPs, guests, promoters, etc)
  - All Comp tickets will be distributed at the door of the event.
- EVENT STAFF/PERFORMERS
  - Student Group must provide the UO Ticket Office with a list of names of everyone who will be working the event or performing in the event. These people will receive a wristbands allowing them into the event. (ex: Performers, Parents of performers, Volunteers, Group staff / officers, etc.)
  - Event Staff & Performer wristbanding will begin 1 hour prior to doors (1.5 hours prior to event start time)
- PLEASE FORMAT THE LIST AS FOLLOWS:
  - Excel (.xls, .xlsx) files only. **PLEASE NO PDF FILES.**
  - Names alphabetized by Last name
  - Names organized in columns under the following 4 categories:
    - Group Staff & Volunteers
    - Performers & Performers' Parents (if performer is a young age)
    - Comps / VIPs

# UO Ticket Office: Activity Event Form

Organization must submit form(s) to the UO Ticket Office at least **12 working days** prior to the event

## Sponsor Information

Organization Name

ASUO Account Index

Contact Name

Email

Phone




## Event Information

Event Date(s)

Event Start Time

Cashier Start Time

Cashier End Time

Event Date(s)	Event Start Time	Cashier Start Time	Cashier End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a brief description and purpose of the event. This info will appear on our website.




- Only UO Ticket Office Event  
 Cashiers may collect payment

\_\_\_\_\_ please initial

- Once this form is submitted to the ticket office, prices cannot be changed

\_\_\_\_\_ please initial

UO Ticket Office Approval

Date

For ASUO Verification Only

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>ASUO SEAL</b>  _____ ASUO Controller Signature
ASUO Controller Signature		

updated 2/28/18

# UO Ticket Office: Activity Event Form

Event Title

Type of event (labeling, auction, merchandise etc)

Event Date(s)

Event Start Time

Location: (if your event is outside, you must have a cover/canopy - Please make arrangements in advance w/UO Scheduling & Event Services)

**Items for Sale & Price:**

Item	Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Item	Price
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Other** (money for the following can only be collected by a UO Ticket Office Cashier)

Donations (donations will be collected by UO Event Cashier and deposited into above ASUO Index)

Raffle Tickets \$\_\_\_\_\_per raffle ticket

(income for raffle may not exceed \$2,000.00. No ticket shall be sold to persons under the age of 18)

Additional Information: