

# 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: Event Registration

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 |
|---------------|------------------|--------------------|------------------|
|               |                  |                    |                  |
|               |                  |                    |                  |
|               |                  |                    |                  |
|               |                  |                    |                  |

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

UO Ticket Office Approval      Date

✦ 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

For ASUO Verification Only

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

updated 2/28/18

# UO Ticket Office: Event Registration

**Registration**

|         |             |
|---------|-------------|
| Sponsor | Event Title |
|         |             |

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)

|     |  |  |
|-----|--|--|
|     |  | Venue Capacity (obtained by UO Scheduling based on your event setup) |
| (-) |  | COMPS (free admission)   |
| (=) |  | <b>Total Number for sale</b> (Capacity minus Comps )                 |

**Prices** (fee funded groups must give UO Students a 20% discount for price categories: Adult, Senior, Non-UO College Student, UO Faculty/Staff, Student/Youth)

|   |  |
|---|--|
| Adult \$ <input style="width: 80%;" type="text"/> | UO Student \$ <input style="width: 80%;" type="text"/> |
|---|--|

**Optional Prices**

(fee funded groups must give UO Students a 20% discount for price categories: Adult, Senior, Non-UO College Student, UO Faculty/Staff, Student/Youth)

|                  |    |                                   |                        |    |                         |
|------------------|----|-----------------------------------|------------------------|----|-------------------------|
| Senior (65+)     | \$ |                                   | Non-UO College Student | \$ |                         |
| UO Faculty/Staff | \$ |                                   | Student/Youth (13-18)  | \$ |                         |
| Child (3-12)     | \$ | (can be same price as UO Student) | Infant (2-)            | \$ | (infants can be \$0.00) |

**Other:** fill in if needed

|  |  |
|--|--|
|  |  |
|  |  |

**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)   |
|  | Merchandise (please include a complete list of the items and associated prices that the UO Event Cashier will be selling)   |
|  | Raffle Tickets \$ _____ per raffle ticket<br><small>(income for raffle may not exceed \$2,000.00. No ticket shall be sold to persons under the age of 18)</small> |

Additional Information: