

A Handy Info Sheet for You

Questions? Please contact Mary Barrios – 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
 - 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: Ticketed Event for Student Group

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)	Doors Open	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"/>	<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 sell tickets, collect admissions & donation money

- Guest List (comps) and Staff/Worker will be issued a wristband the night of the event. The Student Group will need to submit a list of names (first and last) to the UO Ticket Office no later than **1 working day prior to the event**

- Once this form is submitted, prices cannot be changed

_____ please initial

_____ please initial

_____ please initial

UO Ticket Office Approval

Date

For ASUO Verification Only

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

updated 2/28/18



UO Ticket Office

1395 University
Eugene, OR 97403

(541) 346-4363

UO Ticket Office: Ticketed Event for Student Group

Ticket Information

Sponsor	Event Title

Event Date	Doors Open	Event Start Time

Location: (if your event is outside, you must have a cover/canopy for working staff)

	Venue Capacity (obtained by UO Scheduling based on your event setup)
(-)	COMP Tickets - (guest list)
(-)	Staff/Volunteers <small>staff will be issued a wristband upon entry to event. A list of performers will be submitted to the UO Ticket Office no later than 1 working day prior to event date</small>
(-)	Performers <small>performers will be issued a wristband upon entry to event. A list of performers will be submitted to the UO Ticket Office no later than 1 working day prior to event date</small>
(=)	Total Number of tickets for sale (Capacity minus Comps & Staff/Volunteers)

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 \$ _____ UO Student \$ _____

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

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

Additional Information:
