

Ticketing/PowerPoint Slide Request

If your event will require tickets or a Lerner Information and News System ("LIONS") PowerPoint slide please fill out the following request form. Lerner Hall customized, general admission tickets may be printed for a cost of \$15 per 200 tickets. There is no charge for a "LIONS" slide.

All information must be typed or printed; we depend on this information for the accuracy of your tickets/slide.

All submissions for ticketing and slides must be submitted no later than three days before your organizations event.

Event Name _____ Date: _____ Recognized Student Group: _____ Representative's Name: _____ Representative's Title: _____ Advising Office: _____	Event Space: _____ Event Time: _____ CU Account #: _____ Representative's Email: _____ Representative's Phone: _____ Advisor's Name: _____
Check all that apply: <input type="checkbox"/> Ticket Request <input type="checkbox"/> Slide Request	

TICKET REQUEST

Please enter the information as you would like it to appear on your ticket. Please note, if you are planning to sell tickets at multiple prices, plan to print each ticket price separately.

SAMPLE TICKET LAYOUT

Name Of Group: _____	Date: _____
Name of Event: _____	Time: _____
Space: _____	

Admission Charge - list quantity (e.g. 200), price code descriptions (e.g. CUID, Advance Sale, General Adm.) and admission charge:

<i>Quantity</i>	<i>Description</i>	<i>Price</i>
_____	_____	Free
_____	_____	at \$ _____
_____	_____	at \$ _____
_____	_____	at \$ _____

Total number of tickets to be printed: _____ x \$15.00 / 200 = \$ _____

For Day or Performance/Advance Tickets Sales - Dates you will be using the Box Office: _____

Please fill out a Space Request Form for use of the box office.

SLIDE REQUEST

If you would like to have your event advertised on LIONS, please check above and submit a 3.5 formatted floppy disc to the Manager of Box Office and Hospitality on Lerner's Seventh Floor. PowerPoint slides may also be e-mailed as an attachment to rh484@columbia.edu. There is a limit of one slide per organization, which will run the day before and the day of the scheduled event. Note: all submissions should be formatted as a single slide no longer than 13 seconds, with a solid colored background. Please do not use any pre-existing templates.

Start Date: _____ End Date: _____