

Ticketing Request/Slide Request

If your event will require tickets or a Lerner Information and News System ("LIONS") slide please fill out the following request form. All information must be typed or printed; we depend on this information for the accuracy of your tickets/slide. **If your event requires tickets, Lerner Hall Box Office suggests that you use Lerner Hall ticket stock for events taking place in Lerner Hall. Slide submission – see below.**

All submissions for ticketing and slides must be submitted no later than three days before your organization's event

Organization Name: _____ Representative Name: _____
Organization Address: _____ Position in Organization: _____
Account #: _____ Representative's Phone #: _____
Advisor Name: _____ Advisor's Phone #: _____
Advisor's Signature: _____ Representative's Signature: _____

Ticketing Services Required: (Check all that apply)

Ticket Printing Advance Ticket Sales Day of Performance Ticket Sales
 \$15 per 200 \$100/Week \$14/person/per hr.

For Advance/Day of Ticket Sales Only - Date Tickets Should Go On Sale: _____

Please answer all of the following questions. Your answers will inform us how all information should appear on your tickets.

Name of Event: _____

Name of Performer or Speaker (if applicable): _____

Confirmed Location: _____

Day and Date of Event: _____ Event Start Time: _____ Event End Time: _____

Admission Charge – list prices/Description: (Example \$10.00 CUID-100 qty/\$5.00 Gen Adm-150qty)

_____ Free	_____	_____	_____
	Quantity _____	Quantity _____	Quantity _____

Number of Tickets to be Sold: _____

Please check one:

Numbered Seating (please see Box Office Manager to choose seating plan) General Admission

Lerner Information and News System ("LIONS") slide

Organization Ticket Sales Information

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

Organization will sell tickets (Please fill out a space request for use of the Box Office)

Lerner Box Office Staff will sell tickets cash only (no computer required)

Lerner Box Office Staff will sell tickets cash or charge (computer sales)

Slide submission for LIONS PowerPoint presentation – If you would like to have your event advertised on LIONS, please check above and submit a 3.5 formatted floppy disc to Lerner's Seventh Floor. You will receive a current template design to format/stylize your own advertisement. There is a limit of one slide per organization, which will run the day of the scheduled event.