

Tickets.Umpqua - TICKETING SET-UP FORM
1140 Umpqua College Road / PO Box 967, Roseburg, OR 97470
PHONE: (541) 440-7700 FAX: (541) 440-7711 EMAIL: events@umpqua.edu

Contact Name: _____ Phone Number: _____
Presenting Organization/ Promoter: _____
Performers/ Organizations Website: _____
Event Name: _____ Date of Event: _____
Event Start Time: _____ Event End Time: _____
Event Long Description:

Note: If you have an image for the web, please send it to events@umpqua.edu.

Tickets On-Sale Date/ Time: _____ Tickets Off-Sale Date/Time: _____
Venue: Jacoby Auditorium Swanson Amp. CenterStage Other _____
Total # of Tickets On-Sale: _____ Wheelchair Seating? (Jacoby Only): Yes No
Handicapped Seating? Yes No 21 & Over Only Show? Yes No

PRICING: A \$2 per ticket convenience fee will be charged. Please consider your pricing accordingly.

General Admission? Yes \$ _____ +\$2(C.F.)/ticket No Are Children Free? No Yes -If yes, up to what age? _____ Is This Event Part of a Season Packet? Yes No
Reserved# Comp. Tickets (if any): _____ # of Holds (if any): _____
Ticket Prices: Adult \$ _____ +\$2(C.F.) Child \$ _____ +\$2 (C.F.) Age Range: _____
Senior \$ _____ +\$2 (C.F.) Age Range: _____ Door Sale Price (if different) : \$ _____ /ticket
Other Discounts _____

Minus the service charge collected, a check will be mailed to the address provided below.

Make Check Payable to: _____

Address: _____ City, State, Zip: _____

IMPORTANT: ALL PUBLICITY SHOULD INCLUDE THE FOLLOWING:

"Tickets available tickets.umpqua.edu . To charge by phone: call 1-541-440-7700. Tickets are subject to convenience charge" **NOTE:** The advertised price should include the service charge, otherwise you must use the disclaimer, "**Tickets subject to convenience charge**". Please provide graphics and description of event. You may email the graphics and program description to ticketing@umpqua.edu
If there is any additional information on your event, please include it on a separate sheet of paper and send it back with this form