Logan Center Box Office
EVENT SET-UP FORM (RSO Version)

General Information
RSO:
Main Contact Name:
Email:
Phone:
Second Contact Name:
Email:
Phone:
Advisor:

Date/Time of the Event(s):

Event Venue/Space:

Event Description:

Link to event details for more information:

Age appropriate for:
(i.e. “Appropriate for ages 12 and up”)

Total Capacity for Event:

Seat Break Down:
(General Admission versus Reserved. If reserved, please specify a seating configuration.)

Seat Prices:
(Student/General Admission/Adult/Child etc.)

Event Images for Box Office website:
(Please attach the following as jpeg’s)
The default slideshow/galleria image size is 750x200

The small image displayed on the homepage is 160x135
On-Sale Date and Time:
(Is this the same for online sales and in person sales or does this time differ?)

Seat holds?
(Please provide how many seats you’d like held for Press, VIP, Staff, etc. All complimentary ticket lists must be provided to the box office by 12pm on the day of the performance.)

Any requirements of Box Office Staff on the night of the event:

**Ticket design**
(Is there anything specific other than the basic details on the attached Ticket Sample that you would like printed on the tickets? – Please see attached design options)

**Confirmation Letter/Email**
Please note any specific information you’d like to add for your event that you would like your patrons to know

**Post Show**
University Account # to transfer funds to:

**Ticket sales updates and Post-show reports**
Who should updates on tickets sold be sent to?

Who should be sent post-show reports (if different than above)?

**Other**
Any other notes regarding this event or box office needs we need to know about?