

**Directions:** Please send all information electronically to Sheila Shoemaker at least five (5) business days prior to the beginning of sales.  
If your request is for an item (i.e.: yearbook, special trip) that you want to make available for online purchase, please list the name of the item, the time span for the sales, and the price.

If your request is for an event, please list each date of the performance separately as they are their own event.

\*Attachments need to be sent electronically as a jpg or pdf.

**Revenue Account Code**

R 960

0000 0000

Item Name			
Begin sale		End sale	
		Price	

Event Title	Contact Person
-------------	----------------

Group Performing (choir, band, etc.)

**Event ticket price:**

Adult <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Student <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Senior Citizen <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>
---	---	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

Event Day & Date <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>	Event Time <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Card Reader Sales at the Door - Time On/Off <span style="border: 1px solid black; display: inline-block; width: 80%; height: 20px; vertical-align: middle;"></span>
--	--	---

Online sales to begin on (date) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	Online sales to end at (date & time) <span style="border: 1px solid black; display: inline-block; width: 60%; height: 20px; vertical-align: middle;"></span>	
---	--	--

\*Graphics/Poster:  Attached  Not needed

Event description