

# Event Set-up Form



For questions, contact TicketForce at 866-726-3581  
 Please complete and return to 480-840-0459 or  
 events@ticketforce.com

Internal Use	
Performance Code	

Ticket Details: Complete pricing and quantities for each ticket type: Price Category = GA, Reserved, Gold Circle, etc....

Price Category	Total Capacity	Advance Price	Door Price

Discounts: Provide pricing and details for all applicable discount tickets. (Discount tickets available only by phone for verification)

Discount Type	Requirements	Price	Additional Details

**Tell us about your event. Please be specific:**

Event Name

Presented By

Headline Artist

Additional Artist(s)

Event Description

Event Day & Date Day  Date  Start Time  Time Zone

Doors Open  Will Call Opens  End Time  Venue Phone #

Venue Name/Address/Zip

On Sale Date / Time Date  Time  Time Zone

Off Sale Date / Time Date  Time  Time Zone

Event Hotline

Sponsors

**Please give us any additional information you think we might need in the space below.**

**Check the options you want to apply to your event:**

Sales

- Online Sales Only (no order fee)
- Optional Call Center (\$2.50 fee charged to the patron)

Delivery Methods (check all that apply)

- Will Call (no charge)
- Print@Home (no charge)
- US Mail (\$2.00 charge to patron)

Seating Map Option

- General Admission (no charge)
- Reserved Best Available (no charge)