

Event Set-up Form



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

Internal Use	
Performance Code	
My EasyTix Rep	

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 or Coupon	Password (optional)	Price	Requirements (age/ID, etc)

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 (no order fee)
- Call Center (no order fee)

Delivery Methods (check all that apply)

- Will Call (no charge)
- Print@Home (no charge)
- US Mail (\$1.00 charge to patron)

Seating Map Option

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

Ticket Printing (\$.10 per ticket)

- Yes. Please complete ticket order form!
- No.