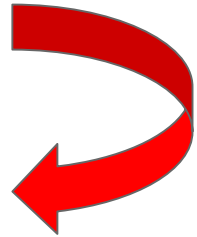


# Ticketing 101

—  
Access the form to submit here

[Event Ticketing Application](#)



# Have you...?



Completed the Event Registration Form? [Click here.](#)

Completed the Fundraising Application?: [Click Here.](#)

# FAQs:

- Do I need to make different prices for students/faculty/general public?
  - That is up to your organization.
- What do I put for "total number"?
  - That is how many tickets you hope to sell, or a maximum that you can sell. We can always adjust if need be.
- How much of a description do you need?
  - Give us a general idea of the event so that we can match it up to other paperwork if needed.
  - Attach a flyer if possible, we can use that to advertise on social media and include it on the ticketing site as the description.

## FAQs Cont.:

- If I have one event that is happening over the course of a few days (ie; a tabling event) do I need to fill out more than one ticketing application?
  - No, just clarify the dates in the description.
- Is there a way I can see who purchased a ticket?
  - You can request a printout of the attendees.
  - Mark off the “RSVP List?” box to let us know you will want one. Follow up with the Center for Student Involvement if you do not see one following your event.
- Who do I submit the form to?
  - Center for Student Involvement (or email: [studentactivities@plattsburgh.edu](mailto:studentactivities@plattsburgh.edu))