



To complete this form electronically,  
it must be opened in *Adobe Reader!*

# Online Sales Request

**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	<input style="width:95%;" type="text"/>		
Begin sale	<input style="width:20%;" type="text"/>	End sale	<input style="width:20%;" type="text"/>
		Price	<input style="width:20%;" type="text"/>

Event Title	<input style="width:95%;" type="text"/>	Contact Person	<input style="width:20%;" type="text"/>
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Group Performing (choir, band, etc.)

**Event ticket price:**

Adult	<input style="width:60%;" type="text"/>	Student	<input style="width:60%;" type="text"/>	Senior Citizen	<input style="width:60%;" type="text"/>
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Event Day & Date	<input style="width:60%;" type="text"/>	Event Time	<input style="width:20%;" type="text"/>	Card Reader Sales at the Door - Time On/Off
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Online sales to begin on (date)	<input style="width:100%;" type="text"/>	Online sales to end at (date & time)	<input style="width:100%;" type="text"/>
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\*Graphics/Poster:     Attached     Not needed

Event description