How to successfully sell your tickets at the UC Ticket Office

- Have an account number from your department
- We require 5 days in advance before tickets being sold
- Actual tickets numbered
- Sheet of questions and answers, i.e.:
  - Limit? Price? only for undergraduates? Or only for fact/staff?
  - What comes with the tickets? Bus ride, lunch, etc.
- Sign agreement with Kily Jones
- Give us phone numbers or ex’s in case of a quick question
- Flyer
- If for any reason you need to pull tickets during the sale let Kily know

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