



Metropolitan Washington-Baltimore

Please complete this form for **each** event for which you would like tickets distributed through USO-Metro ticketline. Please send completed form to ticketline@usometro.org .

If tickets are not being sent electronically or being picked up at Will Call, you may mail the tickets to the following addresses. Tickets cannot be advertised until they are received.

PREFERRED METHOD: *If using FedEx or UPS, mail tickets to:*

USO of Metropolitan Washington-Baltimore
ATTN: TICKETLINE
5940 9th Street
Fort Belvoir, VA 22060

If using the U.S. Postal Service, add 5-7 days for delivery to a military base and send to:

USO of Metropolitan Washington-Baltimore
ATTN: TICKETLINE
P.O. Box 1471
Fort Belvoir, VA 22060

Mailed tickets cannot be promoted until they are received.

Donor information (Please fill out for tax donation receipt and USO-Metro financial records. This is mandatory.):	
Date of ticket donation:	
In-Kind Value:	
Prefix (Mr. Mrs. etc):	
First Name:	
Last Name:	
Company (if applicable):	
Address Line 1:	
Address Line 2:	
City:	
State:	
Zip:	
Email Address:	
Phone Number:	

EVENT & TICKET INFORMATION	
Event:	
Date(s):	
Event Time:	

EVENT & TICKET INFORMATION**Location:****Event Description:****# of tickets to distribute** (if multiple dates please specify # of tickets for each date)**Will tickets be sent to USO or left at Will Call:****Date USO will receive tickets for distribution if not at Will Call**
(Announcements will not be sent until the tickets are received):**POC Full Name:****POC Email:****POC Phone:****DEADLINE TO RETURN NAMES TO POC** (for will-call tickets)**INFORMATION FOR DISTRIBUTION****# of tickets available per person** (if left blank we will fill in what we think)**Who can receive tickets?** (adults only, children permitted)**Rank** (Is this open to all ranks or a specific group?)**Are there any Pre or Post events?** (Please provide what the pre/post event is, where and the time)**Will the event go on rain or shine?** (If not please provide the necessary information that we can provide ticket holders)**SPECIAL INSTRUCTIONS?****If Metro is an option, is it recommended rather than driving?****If driving are there special parking instructions?****Is military ID required the day of the event?**

Additional notes or special wording that should be used on Ticketline blasts and website: