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Sample letter requesting tickets: Your comprehensive guide to crafting effective and professional ticket request letters

In today's world, whether you're seeking tickets for a concert, a sports event, a conference, or a charity fundraiser, knowing how to write a well-structured and courteous letter can significantly increase your chances of success. A properly drafted sample letter requesting tickets not only conveys your intentions clearly but also helps establish a positive impression with the recipient. This article provides detailed insights into creating compelling ticket request letters, along with sample templates and best practices to help you craft your own effective correspondence.

Understanding the Purpose of a Ticket Request Letter

What Is a Ticket Request Letter?

A ticket request letter is a formal or semi-formal document written to inquire about or request tickets for an event or activity. It serves as a polite way to ask organizers, companies, or individuals for access to specific tickets, often explaining the reason for your request and expressing appreciation for their consideration.

Common Scenarios for Requesting Tickets

People might need to write a ticket request letter for various reasons, including:

- Attending a concert or music festival
- Participating in a sports game or match
- Registering for a conference, seminar, or workshop
- Attending a charity event or fundraiser
- Securing tickets for a theatrical performance or film premiere
- Requesting tickets for an exclusive VIP experience

Understanding your specific context helps tailor your letter appropriately.

Key Elements of an Effective Ticket Request Letter

1. Clear and Concise Subject or Opening Line

Your opening should immediately state the purpose of your letter, such as "Request for Tickets to the Annual Charity Gala."

2. Proper Salutation

Address the recipient respectfully, using titles and last names when possible. For example, "Dear Mr. Smith," or "Dear Event Coordinator."

3. Introduction and Purpose

Briefly introduce yourself or your organization and clearly state why you are requesting the tickets.

4. Details of the Request

Include specific information such as:

- Number of tickets needed
- Preferred dates or times
- Type of tickets (VIP, general admission, etc.)
- Any special considerations (e.g., accessibility requirements)

5. Reason for the Request

Explain why attending the event is important or how it aligns with your goals or mission.

6. Polite Closing and Appreciation

Express gratitude for their time and consideration, and include a courteous closing statement.

7. Contact Information

Provide your contact details for follow-up, including phone number, email address, or mailing address.

Sample Templates for Requesting Tickets

Formal Ticket Request Letter Example

Dear Mr. Anderson,

I hope this message finds you well. My name is Jane Doe, and I am the Event Coordinator at City Community Center. I am writing to kindly request a set of tickets for the upcoming Annual Charity Gala scheduled for December 10th, 2023, at the Grand Ballroom.

We are organizing a fundraising event to support local youth programs, and attending the Gala would greatly enhance our efforts in raising awareness and funds. We would be grateful if you could provide us with four tickets, preferably in the VIP section, to better accommodate our team and guests.

We believe that attending this esteemed event aligns with our mission to serve the community and foster partnerships with local organizations. Your support in providing these tickets would be instrumental in helping us achieve our goals.

Please let us know if any additional information is required. I can be reached at (555) 123-4567 or via email at [\[email protected\]](#). Thank you very much for your consideration. We look forward to your positive response.

Sincerely,

Jane Doe

Event Coordinator

City Community Center

Informal or Personal Ticket Request Letter Template

Hi Sarah,

I hope you're doing well! I wanted to ask if there's a chance I could get two tickets for the upcoming jazz concert at the Downtown Theater next Saturday. I've heard great things about the lineup, and it would mean a lot to me to attend.

If you have any tickets available, please let me know. Thanks so much in advance, and I really appreciate your help!

Best,

Mike

Tips for Writing an Effective Ticket Request Letter

1. Be Polite and Respectful

Always maintain a courteous tone, regardless of the formality of your request. Politeness goes a long way in eliciting a positive response.

2. Be Specific and Precise

Provide all necessary details to avoid misunderstandings. Clearly state the number of tickets, event date, and any preferences.

3. Highlight Mutual Benefits or Connection

If applicable, mention how attending the event benefits both parties or your organization, or any previous connection.

4. Proofread Before Sending

Check for grammatical errors, typos, and clarity to ensure your request appears professional.

5. Follow Up When Necessary

If you haven't received a response within a reasonable time frame, politely follow up with a brief reminder.

Additional Considerations When Requesting Tickets

Understanding Ticket Policies

Before writing your letter, familiarize yourself with the ticketing policies of the organization or event. Some may have restrictions or specific procedures for requesting tickets.

Providing Supporting Documents

In some cases, especially for organizational requests, including supporting documents such as a letter of endorsement, proof of nonprofit status, or event affiliation can strengthen your case.

Respecting Limitations and Boundaries

Recognize that organizations may have limited tickets available or specific criteria for distribution. Be

respectful of their decisions.

Conclusion

A well-crafted sample letter requesting tickets can significantly increase your chances of obtaining the access you seek. By understanding the key elements—such as clarity, politeness, and providing relevant details—you can create compelling requests that resonate with organizers and event coordinators. Remember to tailor your letter to suit the context, whether formal or informal, and always express appreciation for their time and consideration. With these guidelines and templates, you are well-equipped to draft effective ticket request letters that achieve your goals and foster positive relationships.

Sample letter requesting tickets: A comprehensive guide to crafting effective and professional ticket request letters

In the realm of professional communication, especially when seeking access to events, transportation, or entertainment, the art of writing a well-crafted request letter can significantly influence the outcome. A sample letter requesting tickets serves as a valuable template for individuals and organizations aiming to politely, clearly, and persuasively ask for tickets to a concert, sports event, conference, or any other activity requiring prior approval or arrangement. This article delves into the nuances of creating such a letter, exploring its purpose, structure, tone, and best practices to maximize the chances of a favorable response.

Understanding the Purpose of a Ticket Request Letter

Before diving into the specifics of writing a sample letter requesting tickets, it's essential to comprehend its fundamental purpose. At its core, this correspondence aims to:

- Formally request tickets for an event, transportation, or activity.
- Convey the reason for the request, whether for professional, personal, or promotional purposes.
- Establish credibility and politeness, fostering good relations with the recipient.
- Provide necessary details to facilitate the recipient's decision-making process.
- Express appreciation, regardless of the outcome, to maintain professionalism.

This type of letter is often used in scenarios such as:

- Employees requesting event tickets for company-sponsored activities.
- Journalists or media personnel seeking access for coverage.
- Nonprofit organizations requesting tickets for fundraising or awareness campaigns.

- Individuals requesting tickets for personal events or leisure.
- Influencers or partners seeking complimentary tickets for promotional purposes.

Understanding these purposes ensures that the letter remains focused, respectful, and aligned with its intended goal.

Core Components of a Sample Ticket Request Letter

A well-structured ticket request letter contains several key elements that ensure clarity, professionalism, and persuasiveness. These components include:

1. Header and Sender Details

- Your Name and Contact Information: Full name, address, phone number, email.
- Date of Writing: The specific date the letter is drafted.
- Recipient's Name and Address: The individual or organization's name, position, and address.

2. Salutation

- Use an appropriate greeting, such as "Dear Mr./Ms. [Last Name]," or "To Whom It May Concern," if the recipient's name is unknown.

3. Opening Paragraph

- State the purpose of the letter clearly.
- Mention how you became aware of the event or opportunity.
- Express interest or enthusiasm.

4. Body of the Letter

- Provide detailed information about your request:
 - Number and type of tickets needed.
 - Specific event details (name, date, location).
 - The reason for requesting tickets (e.g., coverage, personal attendance, promotion).
 - Any relevant credentials or affiliations.
- Highlight mutual benefits, such as publicity or goodwill.
- Clarify whether you are seeking complimentary tickets or willing to purchase.

5. Closing Paragraph

- Reiterate your appreciation.
- State any follow-up intentions.
- Offer to provide additional information if needed.

6. Sign-off

- Use a professional closing such as "Sincerely," or "Best regards,"
- Include your handwritten signature (if submitting a hard copy).
- Type your full name and, if relevant, your position or organization.

Sample Ticket Request Letter: A Template for Success

To illustrate the points above, here is a detailed sample letter requesting tickets, accompanied by explanations for each part:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Mr./Ms. Last Name],

I am writing to kindly request tickets for the upcoming [Event Name], scheduled to take place on [Date] at [Location]. As an avid supporter of [related field or organization], I am eager to attend and experience this exciting event firsthand.

I am currently [your position, e.g., a journalist with XYZ News, a representative of ABC Nonprofit, etc.] and would be honored to cover or participate in this event. If possible, I would appreciate [number] tickets to facilitate my attendance and coverage.

The [Event Name] is a significant occasion that attracts a wide audience and offers a valuable opportunity to promote [your organization, cause, or media outlet]. Providing tickets would enable me to [state your purpose: report on the event, promote the event through your channels, attend as a guest, etc.], ultimately benefiting your organization by increasing visibility and engagement.

Should complimentary tickets not be available, I am willing to discuss any available arrangements, including purchase options or sponsorship opportunities. I am happy to provide any additional information or credentials needed to support my request.

Thank you very much for considering my request. I look forward to your positive response and the possibility of attending [Event Name]. Please feel free to contact me at [your phone number] or [your email address] for any further details.

Sincerely,

[Your Handwritten Signature (if hard copy)]

[Your Full Name]

[Your Position or Affiliation]

Best Practices for Writing an Effective Ticket Request Letter

While the template above provides a solid foundation, applying best practices can enhance your chances of success. These include:

1. Personalization

- Address the recipient by name to demonstrate effort and sincerity.
- Mention specific details about the event to show genuine interest.

2. Professional Tone

- Maintain politeness and formality throughout.
- Avoid slang or overly casual language.

3. Clear and Concise Language

- Be straightforward about your request without unnecessary verbosity.
- Ensure the purpose and details are easy to understand.

4. Highlighting Mutual Benefits

- Emphasize how granting the tickets can be advantageous for the organization or event.
- Offer to promote or support the event in return.

5. Providing Credentials

- Attach or mention relevant credentials, affiliations, or media outlet details.
- Establish credibility and legitimacy.

6. Following Up

- If you do not receive a response within a reasonable time frame, consider a polite follow-up call or email.

7. Proofreading

- Check for grammatical errors, typos, and clarity.
- A polished letter reflects professionalism.

Different Scenarios and Customizations

Depending on the context, a sample letter requesting tickets may need adjustments:

- Media Coverage Request: Emphasize your audience reach, previous coverage, and intent to promote the event.
- Nonprofit or Charity Request: Highlight the organization's mission, community impact, and partnership potential.
- Personal Attendance: Be more personal, expressing admiration for the event and your enthusiasm.
- Corporate or Business Request: Focus on branding opportunities, sponsorship, or strategic partnerships.

Each scenario demands tailoring the tone, content, and emphasis to align with the recipient's interests and expectations.

Conclusion: Mastering the Art of Ticket Request Letters

A compelling sample letter requesting tickets is more than just a formal request; it's a strategic communication tool that combines professionalism, clarity, and persuasion. By understanding its purpose, structuring it properly, and following best practices, individuals and organizations can significantly improve their chances of securing tickets for valuable events. Whether for media coverage, personal enjoyment, or organizational benefit, a well-crafted request demonstrates respect, professionalism, and genuine interest—key elements that resonate with recipients and foster positive responses.

In today's competitive environment, taking the time to personalize and refine your ticket request letter can make the difference between an overlooked email and an affirmative reply. Use the insights and templates provided here to craft your own effective correspondence, and approach your ticket requests with confidence and professionalism.

Question How do I write a formal letter requesting tickets for an event? Begin with a polite greeting, clearly state your request for tickets, specify the event details, and include your contact information. End with a courteous closing and signature. **What information should I include in a sample letter requesting tickets?** Include your full name, contact details, the number of tickets needed, the event name and date, and a brief explanation of your purpose or reason for requesting the tickets. **Are there any templates available for requesting tickets via letter?** Yes, many websites offer sample letter templates that you can customize with your details to efficiently draft a professional ticket request letter. **What tone should I use in a letter requesting tickets?** Use a polite, respectful, and formal tone to convey your request professionally and increase the likelihood of a positive response. **How should I follow up if I don't receive a response to my ticket request letter?** Wait a reasonable amount of time, then send a polite follow-up email or call the organization to inquire about the status of your request.

Related keywords: ticket request letter, event tickets letter, ticket inquiry letter, request for concert

tickets, ticket reservation letter, letter to request tickets, ticket application letter, formal ticket request, ticket booking letter, event admission letter

Portland State University Graduation 2014 Tickets

Portland State University graduation 2014 tickets marked a significant milestone for many students, families, and faculty members who gathered to celebrate academic achievements and new beginnings. As one of the most anticipated events of the year, the graduation ceremony required careful planning, especially regarding ticket distribution and attendance logistics. For students graduating in 2014, securing tickets was an essential step in ensuring that their friends and family could be part of this memorable day. This article provides a comprehensive overview of the Portland State University graduation 2014 tickets, including how to obtain them, important dates, policies, and tips for a smooth graduation experience.

Understanding Portland State University Graduation 2014 Tickets

What Are Graduation Tickets?

Graduation tickets are official passes that grant admission to the commencement ceremony held at Portland State University. Since the event is typically held in large venues with limited seating capacity, tickets are distributed to ensure fair and organized access for all attendees. These tickets are usually required for guests to enter the ceremony hall, and they help manage crowd control and safety.

Why Were Tickets Necessary for the 2014 Graduation?

In 2014, PSU's graduation ceremony was expected to draw a large crowd, including students, families, friends, and university staff. To accommodate everyone comfortably and adhere to venue capacity restrictions, the university implemented a ticketing system. This approach ensured that all graduates could invite their loved ones while maintaining an organized and secure environment during the ceremony.

How to Obtain 2014 Graduation Tickets at Portland State University

Eligibility and Distribution Process

Graduates of 2014 were typically eligible to receive a set number of tickets based on their academic department and the venue's capacity. The process involved several key steps:

- **Registration:** Graduates had to confirm their participation in the commencement ceremony through the university's graduation portal.
- **Ticket Request:** Once registered, students could request tickets via an online form or in person, depending on the university's procedures for that year.
- **Allocation:** Tickets were allocated based on availability, with some departments or programs possibly receiving more due to larger expected attendance.
- **Pickup:** Graduates were notified when and where to pick up their tickets, often at designated campus offices or during specific distribution events.

Important Dates for Ticket Distribution in 2014

While specific dates may vary slightly each year, typical timelines for 2014 included:

- **Graduation Application Deadline:** Late winter or early spring, usually around February or March.
- **Ticket Request Period:** Shortly after graduation applications were processed, typically in March or early April.
- **Ticket Pickup Dates:** Usually in late April or early May, a few weeks before the ceremony.
- **Ceremony Date:** The graduation ceremony itself was generally held in late June or early July.

Students were advised to stay updated via the PSU graduation website or email notifications to ensure they did not miss critical deadlines.

Policies and Guidelines for 2014 Graduation Tickets

Number of Tickets per Graduate

The university typically set a limit on tickets per student to ensure equitable distribution. In 2014, most graduates received between 2 to 4 tickets, with some departments possibly receiving additional access based on venue capacity. It was important for students to confirm their ticket allotment during the request process.

Guest Admission and Restrictions

While tickets were necessary for most guests, some exceptions or special arrangements might have been available for guests with disabilities or special needs. Additionally, the following policies applied:

- All tickets were non-transferable and had to be presented at the venue entrance.

- Children under a certain age (often 2 or 3 years old) might not have needed a ticket if seated on a parent's lap, but this varied by venue policy.
- Replacements for lost or damaged tickets were generally not issued, so students and guests were advised to keep tickets safe.

Additional Guest Tickets and Overcapacity Solutions

If the demand exceeded the allocated tickets, the university sometimes offered options such as:

- Live streaming of the ceremony for guests without tickets.
- Viewing areas or overflow rooms equipped with screens.
- Special arrangements for family members with disabilities or health considerations.

Students were encouraged to plan early and communicate with the graduation office for any special needs or ticket requests beyond the standard allotment.

Preparing for Graduation Day with Tickets

What to Do After Receiving Tickets

Once students picked up their tickets, they should:

- Verify the number of tickets received and ensure they are for the correct ceremony date.
- Share tickets with guests in advance, especially if multiple guests are attending.
- Plan transportation and arrival times, considering potential campus parking restrictions and event schedules.

Day of the Ceremony Tips

To ensure a smooth experience, graduates and guests should:

- Arrive early to allow time for parking, security checks, and finding seats.
- Bring printed tickets and valid identification if required.
- Dress appropriately for the occasion, considering the weather and venue guidelines.
- Coordinate with fellow graduates and family members to sit together if possible.

Legacy and Memories of the 2014 Graduation

Capturing the Moment

Graduates often took photographs and videos during the ceremony to commemorate their achievement. Many students also organized post-ceremony celebrations with family and friends, reinforcing the importance of the day.

Sharing Experiences

Alumni from the 2014 cohort frequently share their graduation stories online, reminiscing about the event's memorable moments, the significance of their tickets, and the support from loved ones.

Conclusion

The Portland State University graduation 2014 tickets played a vital role in organizing a successful commencement ceremony, ensuring that graduates' families and friends could celebrate their accomplishments in a safe and orderly environment. Understanding the ticketing process, policies, and preparation tips helped attendees maximize their experience and create lasting memories. Whether you participated in the 2014 graduation or are researching past events, knowing the logistics behind ticket distribution offers insight into how large-scale university celebrations are thoughtfully managed to honor academic success.

Portland State University Graduation 2014 Tickets: A Comprehensive Review

Attending a graduation ceremony is a memorable milestone for students and their families, and securing the right tickets is an essential part of the experience. The Portland State University Graduation 2014 Tickets hold particular significance for those who participated in or attended the 2014 ceremony, marking a pivotal moment in the university's history. This article offers an in-depth review of the ticketing process, availability, distribution, and overall experience surrounding PSU's 2014 graduation tickets, providing prospective students and attendees valuable insights into what made that year's event unique.

Overview of Portland State University Graduation 2014

The 2014 graduation ceremony at Portland State University was a notable event, celebrating hundreds of graduates across various disciplines. Held at the Portland Memorial Coliseum, the ceremony aimed to honor academic achievements and foster a sense of community among students, faculty, families, and alumni.

This particular graduation was distinguished by its vibrant atmosphere, diverse student body, and the university's efforts to make the event accessible and memorable. The distribution of tickets played a crucial role in ensuring the event's smooth operation and attendee management.

Ticketing Process for the 2014 Graduation

How Tickets Were Distributed

In 2014, Portland State University implemented a structured ticketing process to manage the large number of attendees. The main points of distribution included:

- Pre-Event Ticket Allocation: Graduates received a set number of tickets prior to the ceremony, typically two to four per student, depending on the expected crowd size and venue capacity.
- Online Reservation System: PSU utilized an online ticket reservation portal where graduates could request additional tickets if available, often through a first-come, first-served basis.
- In-Person Pickup: Tickets could also be picked up in person at designated campus locations for students who preferred or were unable to access the online system.

Important Dates and Deadlines

- Application for Tickets: Usually open several months before the graduation date, often in early spring.
- Confirmation and Pickup: Tickets were generally available for pickup a few weeks prior to the ceremony.
- Final Deadline: There was a strict deadline for ticket requests to prevent over-issuance and ensure fairness.

Availability and Accessibility

Limitations and Constraints

- Ticket Caps: To accommodate all guests, PSU limited the number of tickets per graduate, which sometimes led to disappointment among students with larger families.
- Sold-Out Events: The ceremony capacity was capped, and tickets often sold out quickly,

especially for popular graduation dates.

- Guest Restrictions: Only ticketed guests could attend, making it essential for graduates to secure the necessary tickets early.

Additional Opportunities for Attendees

- Live Streaming: Recognizing the limitations of ticketing, PSU often provided live streams of the ceremony for those who couldn't secure tickets.

- Overflow Seating: Some venues offered overflow areas with viewing screens, allowing more family members to witness the event remotely.

Features and Pros & Cons of the 2014 Ticketing System

Features

- Structured Distribution: Ensured fairness and organization in ticket allocation.
- Online Accessibility: Allowed students to request and confirm tickets remotely.
- Clear Deadlines: Helped manage expectations and planning.
- Additional Tickets: Availability of extra tickets for those who requested early and were successful.

Pros

- Fair Access: The system aimed to give all graduates an equal opportunity to obtain tickets.
- Convenience: Online reservation reduced lines and wait times.
- Capacity Management: Ensured the venue was not overcrowded, maintaining a comfortable environment.
- Transparency: Clear communication about deadlines and procedures.

Cons

- Limited Quantity: Some students faced difficulties securing enough tickets for their families.
- High Demand: Tickets sold out quickly, sometimes within hours of release.
- Stress for Students: The competition for tickets caused anxiety among graduates and their families.
- Potential for Resale: Scarcity led to third-party resale markets, sometimes at inflated prices, raising concerns about affordability and fairness.

Experiences from Graduates and Attendees

Many students and their families shared their experiences regarding the 2014 tickets, highlighting both positive aspects and areas for improvement.

Positive Feedback:

- The online system was praised for its ease of use.
- The venue was appreciated for its accessibility and capacity.
- Live streaming allowed relatives who couldn't attend in person to participate virtually.

Constructive Criticism:

- Some students were disappointed with the limited number of tickets allocated.
- The quick sell-out led to frustration for those who missed the window.
- There were calls for more flexible ticketing policies or larger venues in future years.

Tips for Future Graduations at Portland State University

Based on the 2014 experience, here are some recommendations for future graduates and attendees:

- Stay Informed: Keep an eye on official PSU communications for ticket release dates.
- Request Extra Tickets Early: Submit requests immediately once the system opens.
- Consider Live Streaming: For distant relatives or those unable to secure tickets.
- Coordinate with Fellow Graduates: Share information about ticket availability and distribution.
- Arrive Early: For in-person pickups or to secure better seats if tickets are available on-site.

Conclusion

The Portland State University Graduation 2014 Tickets played a vital role in shaping the graduation experience, balancing the need for fairness, accessibility, and capacity management. While the system had its limitations, it generally succeeded in creating an organized and respectful process for celebrating students' achievements. The challenges faced, such as high demand and limited supply, are common in large university ceremonies, and PSU's approach provided valuable lessons for future events. Graduates and their families fondly remember the day, and understanding the ticketing process offers insight into the planning and effort behind making such significant moments memorable.

Overall, the 2014 tickets exemplify the importance of clear communication, efficient distribution systems, and the need to adapt to growing demand?elements that continue to influence PSU's graduation planning today.

Question Answer How can I obtain graduation tickets for Portland State University's 2014 commencement? Graduation tickets for the 2014 ceremony were typically distributed through the university's graduation office or online portal. Students needed to request tickets in advance, often through their student account or a designated ticket distribution event. How many tickets did Portland State University graduates receive for the 2014 graduation? In 2014, Portland State University generally allocated a set number of tickets per graduate, often around 4 to 6 tickets, but this could vary depending on the ceremony's capacity and specific departmental arrangements. Were there any restrictions on the distribution of graduation tickets for Portland State University 2014? Yes, tickets were usually limited to ensure fair distribution among graduates. Students were advised to request only the number they needed, and some tickets might have been designated for family members or guests with specific accessibility needs. Can I still access my Portland State University 2014 graduation tickets online? Since 2014 graduation tickets are from past ceremonies, they are generally no longer accessible through the university's website. However, some students may have saved or scanned their tickets for personal records. Is it possible to get additional tickets for Portland State University's 2014 graduation ceremony? Additional tickets were typically not available beyond the initial allotment. However, sometimes cancellations or unclaimed tickets allowed for last-minute distribution, but this was not guaranteed. Where can I find photos or videos of the 2014 Portland State University graduation ceremony? Photos and videos from the 2014 graduation ceremony can often be found on the university's official social media pages, alumni groups, or through student organizations that covered the event. Were there any special procedures for obtaining tickets for graduates with disabilities in 2014? Yes, graduates with disabilities could request special accommodations and additional tickets to ensure accessibility and support during the ceremony. These requests were handled through the university's disability services office. Did Portland State University provide virtual or alternative ticket options for the 2014 graduation? In 2014, most ceremonies were held in person, and tickets were for physical attendance. Virtual or live-stream options were not common at that time, but some departments might have offered recordings afterward. How can I find official information about Portland State University graduation tickets from 2014? Official information can be found through the university's archives, alumni office, or by contacting the student services or graduation office directly. Some details may also be available on the university website or in archived event programs.

Related keywords: Portland State University graduation 2014 tickets, PSU graduation tickets 2014, Portland State commencement 2014, PSU graduation ceremony tickets, Portland State convocation tickets 2014, PSU graduation event tickets, Portland State University graduation registration 2014, PSU graduation ticket purchase, Portland State commencement ceremony tickets, PSU graduation 2014 ticket sales

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