

# **How to Buy Event Registration Services** <sup>[1]</sup>

## **Procurement Options and Procedures**

- **\$5000 or less:** Use a University issued procurement card.
- **Above \$5000:** Submit a Purchase Order Requisition through the CU Marketplace.

The university has agreements in place with suppliers of event registration services for specialized or unique events that require outside assistance.

- Races – [Get Event](#) <sup>[2]</sup>
- Physical tickets – [University Tickets](#) <sup>[3]</sup>

## **Supplier Information**

Contact the following supplier representatives to obtain a price for specific service or to place an order.

- Get Event – Jorge Espinoza - [jorge@getevent.com](mailto:jorge@getevent.com) <sup>[4]</sup> - 303-521-4096
- University Tickets – Chris Blois - [cblois@universitytickets.com](mailto:cblois@universitytickets.com) <sup>[5]</sup> - 845-764-9603, toll free 888-771-1420

## **Purchasing Agent**

### **Chrissy Alexander**

- **Email:** [Chrissy Alexander](mailto:Chrissy.Alexander@cu.edu) <sup>[6]</sup>

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**Source URL:** <https://www.cu.edu/psc/how-buy-event-registration-services>

### **Links**

[1] <https://www.cu.edu/psc/how-buy-event-registration-services> [2] <http://www.getevent.com>

[3] <http://www.universitytickets.com> [4] <mailto:jorge@getevent.com> [5] <mailto:cblois@universitytickets.com>

[6] <mailto:Chrissy.Alexander@cu.edu>