

# TICKET REQUEST FORM

## WCSU DEPARTMENT



CAMPUS & STUDENT CENTERS

### (A) Event Information

Event Name \_\_\_\_\_

Event Date (mm/dd/yyyy): \_\_\_\_\_

(if multiple days, click here \_\_\_\_\_ and enter dates on the back)

Event Times - Start: \_\_\_\_\_ End: \_\_\_\_\_

Location: \_\_\_\_\_

Seating:      General Admission      Reserved Seat

(You must meet with the Box Office Manager if reserved seat)

Maximum number of tickets available (including comps): \_\_\_\_\_

Date Tickets Go on Sale: \_\_\_\_\_ @ 10:00am

Click if you want the box office staffed during the show and/or if ushers are requested. Complete the Box Office Staff Request Form

### (B) Organization

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Settlement Information:

Banner Fund      Account Number

### (C) Web Sales

Do you want tickets available on the Internet?      YES      NO

### (D) Ticket Information

Buyer Types and Cost per Ticket

(Please meet with a member of the Box Office Staff if you need other buyer types)

General Admission	WCSU Student
Student (non-WCSU)	WCSU Employee
Senior (62 or older)	Child (under 12)
Complementary      \$0.00	Number of Comps
Consignment (see Box Office Manager for Details)	

### (E) Ticket Details

The following information will print on the ticket:

Name of the Event	Event Date
Event Start Time	Event Location
Cost of Ticket	

Additional Information to Appear on the Ticket (1 line – max 30 characters)

### (F) Required Signatures

I understand that the following will be deducted from final settlement: \$25 setup fee, \$.15 per ticket fee; credit card fees, fee for unsold consigned tickets, staffing at the venue and venue expenses. I certify that as an officer for the organization indicated in §B, I am authorized to make this request.

Name \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Venue Manager \_\_\_\_\_

#### For Box Office Use Only

Date Processed \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Event Code: \_\_\_\_\_

Performance Code: \_\_\_\_\_ Processed By: \_\_\_\_\_