



# TICKET SERVICES STAFF REQUEST FORM

**Instructions:** This form is used to request venue box office and/or usher services. This form should be submitted at the time the Ticket Request Form is submitted, but no later than 2 weeks prior to the date of service. All requests need to complete parts A, B and E. If this submission is to request the venue box office, complete part C; if it is for usher services, complete part D.

## (A) Event Information

Event Name

Performance Code (if known)

Event Start Date (mm/dd/yyyy):

(If this event is multiple days/times, please indicate in the comments section)

Event Venue

Comments

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## (B) Requesting Organization

Name

Contact:

Phone:

Email:

Banner org/account number to charge:

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## (C) Box Office Staff

Start Time

End Time

## (D) Ushers

(When indicating the number of ushers, take into consideration the number of venue doors and if the performance is reserved seat or general admission. For assistance, please contact [boxoffice@wcsu.edu](mailto:boxoffice@wcsu.edu))

Start Time

End Time

Number of Ushers

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## (E) Required Signature

If the cost is being charged to the customer at settlement, this form must be signed by the financial manager/officer of the organization specified in part B. If the cost is being charged to the venue, it should be completed and signed by the venue manager.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Student Organizations – this form must be signed by the Student Activities Fiscal Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date