

# TICKET REQUEST FORM



CAMPUS & STUDENT CENTERS

## (A) Event Information:

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

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

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

Time Doors Open: \_\_\_\_\_

Date & Time Tickets Go on Sale: \_\_\_\_\_

## (B) Organization: \_\_\_\_\_

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

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

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

## (C) Buyer Types and Cost per Ticket:

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

- General Admission \_\_\_\_\_  Senior (65 or older) \_\_\_\_\_  
 WCSU Student \_\_\_\_\_  WCSU Employee \_\_\_\_\_  
 Student (non-WCSU) \_\_\_\_\_  Child \_\_\_\_\_  
 Complementary \_\_\_\_\_ \$0.00 Number of Comp Tickets \_\_\_\_\_

## (D) Web Sales:

Do you want tickets available on the Internet? (Not all buyer types are available on the Internet) All tickets are subject to web fees.  YES  NO

## (E) Ticket Details:

The following information will print on the ticket:

|                   |                 |
|-------------------|-----------------|
| Name of the Event | Event Date      |
| Event Start Time  | Time Doors Open |
| Buyer Type        | Cost of Ticket  |

Additional Information to Appear on the Ticket  
(2 lines – max 30 characters)

## (F) Settlement Information:

Fund?:  815  816 Account Number: \_\_\_\_\_

## (G) Required Signatures:

I understand that the following will be deducted from the final settlement: ticket fee of \$.10 per ticket; any credit card fees and any unsold consigned tickets.

\_\_\_\_\_  
Treasurer or President Date \_\_\_\_\_

\_\_\_\_\_  
Advisor Date \_\_\_\_\_

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

### For Box Office Use Only

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

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