

TRIP TICKET REQUEST



CAMPUS & STUDENT CENTERS

(A) Trip Information:

Title of Trip: _____

Trip Dates - First Day _____

Last Day _____

Time Trip leaves Campus: _____

Which Campus: Midtown Westside

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 have any questions)

WCSU Student _____

WCSU Employee (Advisor) _____

Complementary \$0.00 Number of Comp Tickets _____

Other _____

Total Number of Tickets Available: _____

(D) Ticket Details:

The following information will print on the ticket:

- Title of Trip
- Day of Trip (first day for multi-day)
- Time Trip leaves WCSU
- Which Campus it Leaves From
- Buyer Type
- Cost of Ticket

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

(E) Settlement Information:

Fund?: 815 816 Account Number: _____

(F) 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 _____

For Box Office Use Only

Date Processed ____/____/____ Event Code: _____

Performance Code: _____ Processed By: _____