

TICKET REQUEST FORM

COMMUNITY USER – GENERAL ADMISSION



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: Ticket and/or facility fees will be added to the indicated ticket prices in accordance with WSU Ticket Policy. (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? There is a \$15 setup fee for the first performance and \$10 for each additional. All tickets purchased on the web 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:

Check to be payable to: _____
(A current W9 form must be attached to this request. The name indicated above must match the name on the W9.)

(G) Required Signatures:

I understand that the following will be deducted from the final settlement: \$75 setup fee, per ticket fees; credit card fees and staffing of the venue box office. I certify that as an agent for the organization indicated in §B, I am authorized to make this request.

Date _____

Print Name

Title _____

Signature

Date _____

Venue Manager

For Box Office Use Only

Date Processed ____/____/____ Event Code: _____

Performance Code: _____ Processed By: _____