

TICKET SALES INFORMATION FORM

EVENT INFORMATION

Event Name: _____
(As it will appear on tickets; Maximum of 55 characters)

Event Day(s) and Date(s): _____

Start Time: _____ Approx. Length: _____

Event Description (Include informational website if available): _____

Event Location: _____

Contact Information: _____

Special Message on Ticket: _____
Example: Presented by UNT Fine Arts (Maximum of 40 characters)

IMPORTANT NOTE: Information above will appear on-line

Sample Ticket Stub (shows above information that transfers to the actual ticket)



TICKET INFORMATION

Ticket Type <small>(i.e. Student; Staff; etc.)</small>	Price Ea.	Qty. Limit	Start Sales		End Sales	
			Date	Time	Date	Time
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					

Event Sponsored by: _____

Total Seats Available: _____ # of Complimentary Tickets Requested: _____

Comp pick-up date: ____/____/____ (Only Contacts Listed Below May Pick-up Comp Tickets)

Contact Person: _____ Phone: _____

Back Up Contact: _____ Phone: _____

SALES INFORMATION

1. Internet Sales? (Only available for events held on campus) Yes No

(Patrons will incur an additional service fee associated with internet purchases; "FREE" Student tickets EXCLUDED)

2. Is UNT ID required to attend event? Yes No

3. Is this event open to the public? Yes No

4. Will tickets be sold at the door? Yes No

If Yes, what time will sales begin? _____

5. Are tickets being sold elsewhere? Yes No

If Yes, where? _____

6. Are Information Center employees able to accept payment over the phone for "Will Calls"?

Yes No If Yes, Info Center staff member will be required for distribution (complete below)

Specify dress attire: _____

Meeting Place: _____ Meeting Time: _____

Contact Person at Event: _____ Phone: _____

(THE UNION WILL NOT INCUR THE COST OR LIABILITY OF MAILING TICKETS TO CUSTOMERS)

FINAL PAYMENT INFORMATION:

Campus Dept/Group: Dept ID # _____

For Non Campus Group/Organization, complete the following:

Make Payment to: _____

Payment Address: _____

Addtl Info: _____

ALL REGISTERED STUDENT ORGANIZATIONS

ARE ASSESSED A 15¢ PER TICKET PRINTING CHARGE AND A 5¢ PER TICKET SERVICE CHARGE FOR HANDLING TICKET SALES

ALL CAMPUS DEPARTMENTS

ARE ASSESSED A 50¢ PER TICKET PRINTING CHARGE AND A 5¢ PER TICKET SERVICE CHARGE FOR HANDLING TICKET SALES

ALL OTHER GROUPS

ARE ASSESSED A \$1.00 PER TICKET PRINTING CHARGE AND A 50¢ PER TICKET SERVICE CHARGE FOR HANDLING TICKET SALES

Sales are deposited into a clearing account with payment being made by check to the organization approximately 15 business days after the close of ticket sales. If payment is by IDO, transfer is done approximately 5 days after close of ticket sales.

**The Union will not accept responsibility for returned checks or credit card charge backs. These expenses will be deducted from sales or charged to the department or organization.*