Ticket Office Request Form

Event name: _________________________________________________________________________

Date of Event: __________________ Circle: M T W TH F Sat Sun

Organization(s): _____________________________ Account #: _____________________________

Contact Person: _____________________________ Cell Number #: _____________________________

Number of tickets to be sold (up to 350 for UC event) _____________________________

SHU student: $______ Accompanied Guest$______ Non-Accompanied Guest: $______

Date Tickets goes on sale: ___________ Event start time: ___________ Event End time: ___________

Transportation Provided? ______ Yes _____ No. If yes, what kind? _______________________________

Transportation Departure time: _______________ Location: ________________________________

Transportation Return time: _________________ Mandatory: ____ Yes ____ No

Do you need the ticket office open on the day of the event? ______ Yes _____ No (If yes additional fee may apply)

**Ticket office may only be open until event start time. Staffing fee may apply**

Event Description: _______________________________________________________________________

Additional Comments: _____________________________________________________________________

Advisor Name & Signature: _____________________________________________ Date: _____________

I understand that my event will not be complete until signed and authorized.

FOR TICKET OFFICE USE ONLY

Accepted By: ___________________________ Date: __________________

- Detach here –

Ticket Office Policy
The University Center Ticket Office is located on the first floor of the University Center. It is operated by the Department of Community Development for selling and distributing tickets for all approved events.

Club & Organization Process
Any SHU approved group, club, or organization that would like to sell tickets for their event must first fill out the Ticket Office Request Form, which is available from office 106 on the first floor of the University Center.

All Relevant information for the event must be provided on this form before the Department of Community Development will approve any transactions. When completed, this form should be returned to Room 106 along with the following items:

- The actual Tickets or Vouchers (Tickets can be supplied upon request)
- A $50 ticket office usage fee. This can be paid through the IDT process, the forms for which are located in the University Center Operations office in Room 106.
- Sufficient copies of necessary waivers that need to be included with the sale of tickets for the event.

Students may purchase one ticket with a Valid SHU ID. If guest tickets are available, one guest ticket may also be purchased with a valid SHU ID. Students are not permitted to purchase tickets using someone else’s ID. If an event is open to the general public, anyone can purchase a ticket to that event. All waivers associated with an event will be completed before tickets are distributed.

Cost for use of the Ticket office is $50.00. Staffing fees may apply for extra hours.

By Submitting this form I agree to the policies provided by the ticket office.