

This Form is to be completed, signed, and returned to the ticket office no later than 1 week prior to the start of the sale.

Event Data Form

Club/Organization _____ Government: Graduate Student Association

No Abbreviations

Event Name _____ Event Date _____ Start Time _____

Revenue AccountLine # _____ (Account where funds will be deposited after the event closes)

Will this Patron Type ticket be sold:

Patron Type (e.g., SA student, SBA student, general public)	Qty	Face Value	Fees FV >= \$100, 4% FV < \$100, 7%	Total Price	Box Office	On-Site	Online
Example	XXX	\$10	% \$	\$10.70	YES	NO	YES

Total Tickets _____

Total Capacity for Venue _____

I. Tickets per UB ID _____

IV. Classification: Select One

II. Sales Dates Start _____ Time: _____

Fundraiser (Intended for Profit)

Event (Not Intended for Profit)

End _____ Time: _____

UBLinked: _____

Event Description, including event hours

III. Venue

Name _____

Address _____

IV. Distribution

E-Ticket- Ticket Office Pick-Up: Club Ticket Office Code/Link/E-Transfer: Club Ticket Office Mail: \$

Do you have a PO for this event? PO# _____

On-Site Sell Times _____ to _____ (All off campus events requesting staff will be assessed a fee of \$13.70/ hr per staff member PLUS transportation costs. This will be billed to your student government)

All Risk Assessments and Extra Insurance Should be coordinated through your Student Government

Club Rep (Print Name): _____ Club Rep Signature: _____

Phone _____ Alt. Phone _____ E-Mail: _____

Government Officer Signatures: 1) _____ 2) _____

Government Officers Signature Approving Comp List (if applicable) _____

Please list persons that will need access to view the progress of the event (number of tickets sold, etc)

Name: _____ UBIT: _____ Name: _____ UBIT: _____

By signing this form, all parties agree to adhere to the information supplied therein and the guidelines for student organizations. The club representative whose signature is affixed to this document must furnish changes to any of the supplied information in writing.