

# GSA Merchandise Event Data Form

Club/Organization \_\_\_\_\_  
No Abbreviations

Event Name \_\_\_\_\_ Event Start Date \_\_\_\_\_ Event Close Date \_\_\_\_\_

Revenue Account Line # \_\_\_\_\_ (Account where funds will be deposited after the event closes)

Item Description	Size	Price	Fees FV >100, 4% FV < 100, 7%	Price +Fee	Box Office	On- Site	Online

**I. Selling Method**

Pre-Sale (before goods are received) \_\_\_\_\_ Post-Sale (after goods are received) \_\_\_\_\_

**II. Merchandise Necessity**

- a. Is/Are this/these item(s) mandated for competition?
- b. Is/Are this/these item(s) mandated for academic purposes?
- c. Is/Are this/these item(s) mandated for the existence of your organization?

If you answered yes to any of the above, please provide written proof of the mandate, and the relation of your organization to the mandating organization.

Club Rep (Print Name): \_\_\_\_\_ Club Rep Signature: \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Government Officer Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_

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.