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

Event Data Form

Club/Organization_____ Government: ◯ASDA ◯MSP ◯SA ◯SBA ◯SPSA
Event Name_____
Event Start Date_____ Event Close Date_____
Revenue Account Line #_____-_____-_____-_____
(Account where funds will be deposited after the event closes)

Choose how you want this Patron Type ticket to be sold:

Patron Type (e.g., SA student, SBA student, general public) *Add times if applicable	Qty	Face Value	Total Price (add 7% fee)	Box Office	On-Site	Online
Example	**XXX**	**$10**	**$10.70**	☐	☐	☐
			$ 0.00	☐	☐	☐
			$ 0.00	☐	☐	☐
			$ 0.00	☐	☐	☐
			$ 0.00	☐	☐	☐

Total Tickets___0___ **Total Capacity for Venue**_____

I. ID Verification ◯**Yes** ◯**No**

II. Ticket Office Advertisement
Display Case (Include Flyer)

III. Sales Dates Start_____
End _____

IV. Venue
Name _____
Address _____
_____

V. Classification: Choose One
◯**Fundraiser** (Intended for Profit)
◯**Event** (Not Intended for Profit)

Event Description: (Mandatory for online sales)

Event URL:_____

Do you have a PO for this event? ◯Yes ◯No PO#_____

On-Site ◯Yes ◯No Sell Times_____to _____ (All off campus events requesting staff will be assessed a fee of $12/ 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)_____

SA ONLY: Finance Dept. Review Initials: _____

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.