

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.

Merchandise Event Data Form

Student Government/Organizations

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)

Item Description	Size	Price	Price + 7%	Box Office	On-Site	Online
EXAMPLE	L	\$10.00	\$10.70			

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? **Yes No**
- b. Is/Are this/these item(s) mandated for academic purposes? **Yes No**
- c. Is/Are this/these item(s) mandated for the existence of your organization? **Yes No**

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) _____

SA ONLY: Finance Dept. Review Initials: _____

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.