

# TICKET SALES INFORMATION FORM

## EVENT INFORMATION

Event Name: \_\_\_\_\_  
*(As it will appear on tickets; Maximum of 55 characters)*

Event Day(s) and Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Approx. Length: \_\_\_\_\_

Event Description *(Include informational website if available – additional information can be attached if lengthy):*

Event Location: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Special Message on Ticket: \_\_\_\_\_  
*Example: Presented by UNT Fine Arts (Maximum of 40 characters)*

**IMPORTANT NOTE: Information above will appear on-line**

## TICKET INFORMATION

Ticket Type <i>(i.e. Student; Staff; etc.)</i>	Price Ea.	Qty. Limit	Start Sales		End Sales	
			Date	Time	Date	Time
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					

Event Sponsored by: \_\_\_\_\_

Total Seats Available: \_\_\_\_\_ # of Complimentary Tickets Requested: \_\_\_\_\_

Comp pick-up date: \_\_\_\_\_ *(Only Contacts Listed Below May Pick-up Comp Tickets)*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Back Up Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**SALES INFORMATION**

- 1. Is UNT ID required to attend event? Yes  No
- 2. Is this event open to the public? Yes  No
- 3. Will tickets be sold at the door (if not sold out prior to event)? Yes  No   
If No, will student ID's be swiped at the door? Yes  No
- 4. Are tickets being sold elsewhere? Yes  No   
If Yes, where? \_\_\_\_\_

**FINAL PAYMENT INFORMATION:**

**Campus Dept/Group:** Dept ID # \_\_\_\_\_

**For Non Campus Group/Organization, complete the following:**

Make Payment to: \_\_\_\_\_  
Payment Address: \_\_\_\_\_  
Addtl Info: \_\_\_\_\_

UNT Ticketing Services are only available for events held on UNT Denton Campus

*Patrons will incur an additional service fee associated with internet ticket purchases; "FREE" Student tickets EXCLUDED*

**ALL REGISTERED STUDENT ORGANIZATIONS**

ARE ASSESSED A 25¢ PER TICKET  
SERVICE CHARGE FOR HANDLING TICKET SALES  
(Ticket Prices exceeding \$10 per ticket will be charged an additional 3% of Total Sales)

**ALL CAMPUS DEPARTMENTS**

ARE ASSESSED A 50¢ PER TICKET  
SERVICE CHARGE FOR HANDLING TICKET SALES  
(INCLUDING SCANNED TICKETS AND DOOR SALES)  
(Ticket Prices exceeding \$10 per ticket will be charged an additional 5% of Total Sales)

**ABOVE SERVICE CHARGES INCLUDE ALL CREDIT CARD FEES,  
STAFFING FOR DAY OF EVENT TICKET SCANNING AND DOORS SALES**

Sales are deposited into a clearing account with payment being made by check to the organization approximately 15 business days after the close of ticket sales. If payment is by IDO, transfer is done approximately 5 days after close of ticket sales.

*\*The Union will not accept responsibility for credit card charge backs.  
These expenses will be deducted from sales or charged to the department or organization.*