

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: Chart String _____

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.*