

## TICKET OFFICE RESERVATION FORM

EVENT CONTRACT : T.O  AV  EM  (Ticket office manager only)

The USG Ticket Office is open Monday – Friday 9 pm -5 pm. Groups requesting services after hours will be charged an additional fee. Please refer to the back of this form for the fee schedule. This form must be submitted to the Ticket Office at least 1 week prior to the beginning of ticket sales.

**\*\*\*\*\*Advisor and Club Coordinator to complete the first 2 sections:\*\*\*\*\***

Club Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Event Title: \_\_\_\_\_ Name of co-sponsor: \_\_\_\_\_  
Is this a co-sponsored event: \_\_\_\_\_ Coordinator email: \_\_\_\_\_  
Event coordinator: \_\_\_\_\_ Coordinator Phone #: \_\_\_\_\_  
Event Capacity: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
**DATE TICKETS WILL GO ON SALE:** \_\_\_\_\_

### GUEST POLICY:

SBU STUDENT ONLY:   
SBU STUDENT + 1 GUEST:   
SBU STUDENT + 2 GUEST:   
OTHER (Please Specify):

### WILL YOU BE USING ADDITIONAL USG SERVICES:

USG AV: YES:  NO:   
EVENTS MANAGEMENT  
(Student Security): Yes:  No:

**Student Engagement Advisor's Signature approving Guest Policy:** \_\_\_\_\_

### TICKET TYPES & PRICES:

SBU STUDENT: \_\_\_\_\_  
SB GRAD STUDENT: \_\_\_\_\_  
PERFORMERS: \_\_\_\_\_  
Non-SBU STUDENT: \_\_\_\_\_  
OTHER (Please Specify): \_\_\_\_\_  
COMPLIMENTARY (USG Clubs are allowed up to 5% of capacity):: \_\_\_\_\_

**\*\*\*\*USG funded Clubs are subject to a mandatory 5% grant fund charge to assist with future programming\*\*\*\***

### SIGNATURES:

EVENT COORDINATOR: \_\_\_\_\_  
TICKET OFFICE MGR.: \_\_\_\_\_  
USG FINANCIAL MGR.: \_\_\_\_\_

**ADDITIONAL NOTES/DESCRIPTION NOTES ON UTIX**

**SCHEDULE OF FEES FOR TICKET OFFICE SERVICES**

All			
	Funded Undergraduate Student Clubs & Organizations	Graduate Student Clubs/Orgs. and Administrative Departments	Off Campus Outside Organizations
Between 9am and 5pm on Weekdays	5% Grant Fee	\$1.00 per ticket purchase	\$50.00 Administrative Fee Waived____(Please Check)
Beyond 9am to 5pm on Weekdays	\$15/hour + 5% Grant fund charge	\$16 per hour + \$1.00 per ticket purchase	\$16/hour + 5% of all ticket sale revenue
Weekends	\$15/hour + 5% Grant fund charge	\$16 per hour + \$1.00 per ticket purchase	\$16/hour + 5% of all ticket sale revenue

**TICKET OFFICE SERVICE COSTS**

(To be Completed by the Ticket Office Manager)

**REVENUE FROM TICKET SALES**

(To be Completed by the Ticket Office Manager)

Day	Date	Start Time	End Time	# of Hours	Cost/Hour	Total Cost		Ticket Prices	Total # of Tickets Sold	Total Revenue
Mon							Stony Brook Students			
Tues							Non-Stony Brook Students			
Wed							Complimentary Tickets			
Thurs										
Fri										
Sat										
Sun										
5% Grant Fee										
TOTAL COST										

\*\*\*Our on-line ticketing system, University Tickets, charges a ticket printing and credit card fee that is incorporated into all ticket sales\*\*\*

**Additional Notes:**