

## 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: _____
<b>DATE TICKETS WILL GO ON SALE:</b> _____	

**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 UNDERGRAD STUDENT: \_\_\_\_\_

SBU GRAD STUDENT: \_\_\_\_\_

PERFORMERS: \_\_\_\_\_

GUEST: \_\_\_\_\_

OTHER (Please Specify): \_\_\_\_\_

COMPLIMENTARY (USG Clubs are allowed up to 5% of capacity): \_\_\_\_\_

**\*\*All undergraduate student organizations are subject to a mandatory 5% additional charge to fund the USG Grant line, accessible to all undergraduate student organizations. See our website under Club Resources for more information\*\***

**SIGNATURES:**

EVENT COORDINATOR: \_\_\_\_\_

TICKET OFFICE MGR.: \_\_\_\_\_

USG FINANCIAL MGR.: \_\_\_\_\_

**ADDITIONAL NOTES/DESCRIPTION NOTES ON UTIX**

**SCHEDULE OF FEES FOR TICKET OFFICE SERVICES**

	<b>Undergraduate Student Organizations</b>	<b>Graduate Student Organizations and Administrative Departments</b>	<b>Off Campus External Organizations</b>
Between 9am and 5pm on Weekdays	5% Grant Fee	\$1.00 per ticket purchase	\$50.00 Administrative Fee + \$16/hour + 5% of all ticket sale revenue
Beyond 9am to 5pm on Weekdays	\$16/hour + 5% Grant fund charge	\$16 per hour + \$1.00 per ticket purchase	
Weekends	\$16/hour + 5% Grant fund charge	\$16 per hour + \$1.00 per ticket purchase	

<b>TICKET OFFICE SERVICE COSTS</b> (To be Completed by the Ticket Office Manager)							<b>REVENUE FROM TICKET SALES</b> (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										
<b>TOTAL COST</b>										

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

**Additional Notes:**