



Event Ticket RequestForm

University Box Office

Ticket Office-Brown Hall North Carolina A&T State
University Telephone: (336) 334-7749 Fax: (336) 334-7382

This form is for departments and/or student organizations requesting ticket office support for any campus activities. This form must be submitted to University Event Center no less than 21 days prior to the event date.

Ticketing Request Details

The University Logistics Committee will make the final decision on required ticketed admission, ticket stock, and the number of tickets available to be printed and sold based on program content, facility, event set-up, facility capacity and the number of program participants.

Contact Name: _____

Contact Number: _____ Event Reference #: _____

Fund Account Name : _____

Fund Account Number: _____

(Student Organization funds will be deposited in COSA)

Distribution Date: _____ Number of tickets requested: _____ OR _____ (Max Capacity)

Will you need Ticket Scanners? (Limit 2 per event) Yes ___ No ___

Total # of Complimentary tickets: _____ (Amount deducted from total number of tickets available for sale.)

University Police presence is required for door sales. A cost estimate associated with police coverage will be issued upon completion of this form. There is also a 3% commission fee on all tickets sold for all non-campus organizations requesting a ticketed event, as well as a \$0.25 charge for each ticket printed.

Your ticket will include the following information

There is a \$1.50 processing fee per transaction for all tickets that are purchased by attendees for the event.

(1) Sponsoring Organization: _____

(2) Event Name: _____

(3) Date & Time: _____ (4) Time: _____

(5) Location: _____

(6) Price: College Student ID-Cost: \$ _____ x 10% = Ticket Price: \$ _____

Day of Show Cost: \$ _____ x 10% = Ticket Price: \$ _____

General Public Cost: \$ _____ x 10% = Ticket Price: \$ _____

Day of Show Cost: \$ _____ x 10% = Ticket Price: \$ _____

Please describe any additional ticket distribution or packaging information:

Three horizontal lines for describing additional ticket distribution or packaging information.

Signature: _____ Date: _____