

Ticket Printing Only

Ticket Sales Only

Both Ticket Printing & Sales

**Requesting Organization (Required)**

Primary Contact: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Org Email: \_\_\_\_\_

Organization Website: \_\_\_\_\_ SAO Adviser: \_\_\_\_\_

Org Type:  ASUW/GPSS  RSO  UW Student  UW Dept  Other: \_\_\_\_\_

UW Budget # (if applicable): \_\_\_\_\_ Budget Name: \_\_\_\_\_

**Event Information (Required)**

Event Name: \_\_\_\_\_  
30 character limit

Event Host: \_\_\_\_\_  
30 character limit

Venue Name: \_\_\_\_\_  
30 character limit

Event Date(s), Start & End Times: \_\_\_\_\_ Total Number of Tickets to be sold: \_\_\_\_\_

Event Description: \_\_\_\_\_

**Ticket SALES: Pricing Structure**

	Patron Type	Advanced Sales				Day-Of/Door Sales				Purchase limit per person
		Ticket Price	Per Ticket Surcharge <sup>2</sup>	Start Date	End Date	Ticket Price	Per Ticket Surcharge <sup>2</sup>	Start Time	End Time	
1	UW Student <sup>1</sup>	\$ +	\$2 / \$3			\$ +	\$2 / \$3			
2	UW Staff <sup>1</sup>	\$ +	\$2 / \$3			\$ +	\$2 / \$3			
3	General Public	\$ +	\$2 / \$3			\$ +	\$2 / \$3			
4	Other:	\$ +	\$2 / \$3			\$ +	\$2 / \$3			
5	Other:	\$ +	\$2 / \$3			\$ +	\$2 / \$3			
6	Other:	\$ +	\$2 / \$3			\$ +	\$2 / \$3			

<sup>1</sup> UW ID/UWNetID Verification required for in-person and online sales

<sup>2</sup> Ticket Surcharge is based on ticket price ≤\$19.99 = \$2 surcharge ≥\$20 = \$3 surcharge. Ticket Surcharge is not negotiable.

**Ticket PRINTING: Pricing Structure**

	Patron Type	Ticket Price	Quantity*
1	General:	\$	
2	UW Student:	\$	
3	UW Staff:	\$	
4	Comp/Will Call:	\$0	
5	Other:	\$	
		<b>TOTAL</b>	

Requested Delivery Date: \_\_\_\_\_

Total \_\_\_\_\_ x Per/Ticket Fee \_\_\_\_\_ = \$ \_\_\_\_\_

*\*Optional; if quantity is not specified, all ticket pricing options will be printed on ticket stock*

**HUB Ticket Sales & Printing: Additional Items (Required)**

- Outside sales (via tabling, club members, website, etc.)
- Group will manage a Will-Call/Guest List  Ticket Crew requested for this event (non-HUB Location ONLY)
- Ticket Revenue** to Organization - OR -  **Ticket Revenue** deposited to UW Budget #: \_\_\_\_\_
- Pay for setup/printing through Ticket Sale revenue - OR -  Bill setup/printing separately
- HUB Event Reservation # (if applicable): \_\_\_\_\_

**HUB Ticket Office Fees/Terms & Agreements**

	Event Setup Fee		Printing Fee		# Tickets Printed		Total Due
UW Student/RSO/Govt	\$20	+	(\$0.10 X	)	=	\$	
UW Department	\$45	+	(\$0.20 X	)	=	\$	
Off-Campus	\$75	+	(\$0.50 X	)	=	\$	

**Event Setup & Ticket Printing Fees** may be paid directly or deducted from Ticket Sale revenue.

**Rush Fee:** An additional \$25 will be assessed if request is submitted fewer than 5 business days before requested start date of sales.

**Ticket Stock:** All ticketed events will use the HUB Events & Information standard ticket stock. Tickets printed offsite cannot be sold through the HUB Ticket office.

By submitting this HUB Ticket Service Request Form, I agree to abide by HUB and University policies regarding ticket sales and fundraising on behalf of my organization or department. Furthermore, I agree to honor my payment obligations for this request. A Ticket Event Planning meeting may be required and I agree to abide by any agreements made at that meeting.

- Additionally, I understand that ticket revenue will be distributed or deposited 4-6 weeks following the event date.

\_\_\_\_\_  
Primary Contact Signature

\_\_\_\_\_  
Date