

YOUR INFO

 name: _____
 email: _____
 phone: _____

SERVICES REQUESTED

-
- I need ticket
- sales only**
-
-
- I need ticket
- printing only**
-
-
- I need
- both**

YOUR ORGANIZATION (note: organizationn and email will be displayed on the ticket website)

 name: _____
 email: _____
 type: ASUW/GPSS UW Dept. RSO
 UW Student Other: _____

 if applicable
 SAO advisor: _____
 budget name / number: _____
 website: _____

TICKET INFORMATION
EVENT INFORMATION

Please give a description of your event for our ticket website:

 date: _____
 start + end times: _____
 total # of tickets to be sold: _____

Event Name (limit 30 characters)

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Venue Name: Building + Room (limit 30 characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TICKET SALES

Patron Type	ADVANCED SALES				Purchase Limit Per Person	DAY-OF DOOR SALES				Purchase Limit Per Person		
	Ticket Price	+	Surcharge ²	Start Date		End Date	Ticket Price	+	Surcharge ²		Start Date	End Date
UW Student ¹	\$	+	\$2 / \$3			\$	+	\$2 / \$3				
UW Staff ¹	\$	+	\$2 / \$3			\$	+	\$2 / \$3				
General Public:	\$	+	\$2 / \$3			\$	+	\$2 / \$3				
Other:	\$	+	\$2 / \$3			\$	+	\$2 / \$3				
Other:	\$	+	\$2 / \$3			\$	+	\$2 / \$3				
Other:	\$	+	\$2 / \$3			\$	+	\$2 / \$3				

1 UW ID / UWNet ID Verification required for in-person and online sales

2 Ticket surcharge is \$2 for tickets ≤\$19.99 and \$3 for tickets ≥\$20. Surcharges are not negotiable.

The HUB does not collect any proceeds from the surcharge. These are related merchant fees. Full ticket cost is passed directly to sponsoring organization.

TICKET PRINTING

FEES	SETUP	+	(PRINTING	X	QUANTITY)	TOTAL
UW Student		+	(X)	
UW Dept.		+	(X)	
Off Campus		+	(X)	

ADDITIONAL ITEMS (if applicable)

-
- Outside Sales (tabling, club members, website, etc.)
-
-
- Ticket Crew requested for this event (non-HUB location ONLY)

HUB Event Reservation # _____

Requested Pick-Up Date: _____

FEES	SETUP	PRINTING
UW Student		/ ticket
UW Dept.		/ ticket
Off Campus		/ ticket

Event Setup & Ticket Printing Fees are required at point of request.

Rush Fee: An express fee will be assessed if request is submitted with fewer than 5 business days to set up sales event.

All ticketed events will use the HUB Events & Information standard ticket stock. There will be no offsite printing of tickets to 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. Further, 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.

Pay for services Via:

Bill setup/printing separately

Pay for setup/printing through Ticket Sale revenue*
**may cause additional delays in revenue distribution / deposit*

Apply all ticket proceeds to event costs

Remaining Revenues Distributed Via:

Ticket Revenue to Organization*
**Distributed by check made out to organization.*

Ticket Revenue deposited to UW Budget # _____

Signature

Date