

# Ticket Sales Request Form

D. P. Culp Student Center Office

(423) 439-4286

The purpose of Ticket Sales is to provide ETSU Student Clubs and Organizations with an alternate and free location to sell their tickets for their events. Ticket Sales at the Information Services Desk is open Monday – Friday 9:00am – 9:00pm. These hours are subject to change and must have prior approval for weekend sales.

DATE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ETSU ID # \_\_\_\_\_ E-MAIL \_\_\_\_\_

DEPARTMENT/CLUB \_\_\_\_\_

REQUESTED DATE(S) OF TICKET SALES: \_\_\_\_\_  
START DATE END DATE

NAME OF EVENT \_\_\_\_\_

EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

EVENT LOCATION \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

AUDIENCE: (check) \_\_\_\_\_ STUDENTS \_\_\_\_\_ FACULTY, STAFF and STUDENTS \_\_\_\_\_ GENERAL PUBLIC \_\_\_\_\_ OVER 21

PRICE OF TICKET \_\_\_\_\_

WILL I.D. BUCS BE ACCEPTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

VERIFICATION ON I.D. READER? \_\_\_\_\_ YES \_\_\_\_\_ NO

In addition to this form you MUST attach the following paper work:

1. Detailed event description which includes: event information, date(s), time(s), location, ticket price, limit number of tickets per person, etc.
2. Poster of event should be no larger than 11X17.
3. All tickets must be numbered.
4. A photo copy of or description of ticket.
5. Schedule a meeting with the Student Center Office 2 weeks prior to the first day of ticket sales.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(Adobe signature required if submitting by email)

ADVISOR \_\_\_\_\_

DATE \_\_\_\_\_

FOR D. P. CULP STUDENT CENTER OFFICE USE ONLY:

\_\_\_\_ APPROVAL/DISAPPROVAL \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Ticket Sales AGREEMENT**

**D. P. Culp Student Center Office  
(423) 439-4286**

1. Tickets for the event will be both numbered and grouped in a way which is organized and easy to count. Tickets should be accompanied by an Audit Sheet (supplied by the Information Services Desk).
2. Tickets will be delivered by a designated member of your department/organization to the Student Center Office at least 48 hours before they are to be sold; and that the remaining tickets and money will be picked up by the designated member of the department/organization within 48 hours after the last day of sales.
3. Ticket sales at the Information Services Desk are a free service provided by the Student Center Office. The Student Center Office is not accountable for any overage or shortage that occurs while selling the organization's tickets.
4. Information Services Desk abides by all ETSU policies. If selling the organization's tickets puts the Information Services Desk at risk of violating university policy, the Student Center Office reserves the right to stop selling the organization's tickets immediately.
5. The organization will create an Event Information Sheet to be placed at the Information Services Desk area. This will help the Information Services Desk employees to answer questions about the event.
6. The organization will provide the Information Services Desk with any and all items needed to sell the tickets.
7. This service is only available to university departments and registered student organizations.

**I, THE UNDERSIGNED, AGREE TO ALL POLICIES AND CONDITIONS OF INFORMATION/TICKET DESK AND THE STUDENT CENTER OFFICE.**

\_\_\_\_\_  
**(PRINT EVENT NAME)**

\_\_\_\_\_  
**(EVENT DATE)**

\_\_\_\_\_  
**(PRINT NAME)**

\_\_\_\_\_  
**(ORGANIZATION'S NAME)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**(Adobe signature required if submitting by email)**