

UNIVERSITY CENTER TICKET OFFICE

Contract Agreement

FILL OUT & TURN INTO UC TICKET OFFICE FIVE (5) DAYS

PRIOR TO TICKETS GOING ON SALE

This certifies that the University of San Diego will attempt to sell tickets for
USD Club/Organization/Department

Name of the Event: _____

Date and Time of Event: _____

Cost Center: _____

The Ticket office agrees to sell:

Number of Tickets: _____ Pre-Numbered from: _____ to _____

Price: \$ _____

First day to sell tickets _____ Last day to sell tickets _____

We will accept the following methods of payment:

Cash, Campus Cash, Check, Credit Card (**2.5% CHARGE ON TOTAL CREDIT CARD CHARGES**)

A receipt may be obtained from the Ticket Office Manager reflecting all the deposits made concerning your account.

Name of Representative Releasing the tickets

Print

Sign

Phone Number

E-mail

Signature of Ticket Office Representative _____

Date

11/2021

Who can purchase tickets?

- Undergraduate
- Graduate/Law
- Faculty Administration
- Staff

Max # of tickets/person: ____

*We will provide a roster via excel or hard copy to record name, their ID numbers, and email, method of payment and/or transportation. You are able to pick up this roster at the end of the sale, if needed.

Any additional info/comments:

Location of event: _____

If location is **off campus**, please complete the following:

Will there be a shuttle? (Circle one) Yes/No

If yes, when does the shuttle leave? _____

Where will the shuttle be? _____

Name of Person Accepting Form: _____

Signature: _____

Date: _____

Checklist: (filled out by staff member receiving this form)

Confirmed # of tickets:

Confirmed completion of entire form:

To be filled out by Ticket Office worker after sale:

If all tickets were distributed, when were they all distributed? _____

If not all tickets were distributed, how many are being returned? _____

Name of TO worker who emailed the ticket representative: _____

Was the signup sheet collected by the ticket representative? (Circle one) Yes/No

When was the ledger entry sent? _____

By whom was the ledger sent? _____