

UNIVERSITY CENTER TICKET OFFICE

Contract Agreement

Ticket Hours: Monday-Friday 11:00am-5:00pm and Saturdays 12:00pm- 4:00pm

Email @ ucticketoffice@sandiego.edu

FILL OUT & TURN INTO UC TICKET OFFICE FIVE 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: _____

P _____

FUND _____

O _____

ORG _____

E _____

ACCT _____

T _____

SOURCE _____

S _____

PROJECT _____

The Ticket office agrees to sell:

Number of Tickets: _____ Numbered from: _____ to _____

Price: \$ _____

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

Method(s) of payment:

- Cash
- Campus Cash
- Check
- Credit Card (2.5% charge on total credit card)

Name of Representative Releasing the tickets. Sign

Phone Number

E-mail

Event Details:

Who can purchase tickets:

- Undergraduate
- Graduate/Law
- Faculty
- Administration
- Staff

Max # of tickets/person: ____
 *Please 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 sign up sheet collected by the ticket representative? (Circle one) Yes/No

When was the ledger entry sent? _____

By whom was the ledger sent? _____