

NYU Ticket Services
60 Washington Square South, Room 206
(212) 998-4941
(212) 995-4961 (fax)



TICKET SERVICES FORM – NON-KIMMEL STUDENT EVENTS

This form MUST be submitted to Ticket Central at least 3 weeks prior to event.

Note: If your event is taking place at the Kimmel Center for University Life, do NOT use this form! Download the appropriate form from <http://www.nyu.edu/ticketcentral/kimmelformstud.pdf>

If you have questions regarding how to fill out the form, please contact Lori Moore at 212-998-4421.

CONTACT INFORMATION

CLUB/ORGANIZATION NAME: _____

CONTACT NAME: _____

PHONE: _____ NYU EMAIL: _____

ADVISOR NAME: _____ ADVISOR EMAIL: _____

EVENT INFORMATION

Please include all the event information exactly how you would like it to appear on printed tickets.

DAY AND DATE OF EVENT: _____

TIME OF EVENT: _____

SPONSORS: _____

NAME OF EVENT: _____

NAME OF VENUE: _____

ADDRESS OF VENUE: _____

ADDITIONAL EVENT DETAILS/INFORMATION TO BE PRINTED ON TICKET:

DESCRIPTION OF THE EVENT (Please include, if available, the URL of the event or sponsor's web site):

THIS EVENT IS: For NYUCard holders only For any college student w/ID Open to the Public
 Other (please indicate): _____

TICKET SALES INFORMATION

Please enter ticket information in the boxes below.

Ticket Type	Advance Ticket Price	Day of Event Ticket Price	Quantity to put on sale at Ticket Central	Quantity to hold for consignment	Ticket limit per customer
NYU ID (NYU ID required)					
Guest (NYU ID not required)					
Other (please specify)					
VIP / Complimentary Tickets (use only if tickets above are not FREE)	\$0.00	\$0.00	0		n/a

Please indicate the maximum number of tickets to be offered for this event: _____

Consignment and VIP/Comp tickets are pre-printed by Ticket Services and can be picked up approximately one week after the submission of this form for your department to sell/distribute offsite.

I wish to offer tickets online for this event. I have read the document entitled "TICKET PROCEDURES FOR CAMPUS EVENTS" and understand online ticketing procedures.

I wish to offer group tickets for this event. I understand a group order is an order of more than 2 advance "NYU ID" tickets. Group tickets may only be purchased by a representative of a group of NYUCard holders, such as an RA, Department Admin, etc., with valid ID.

REQUEST FOR "ON-SITE" BOX OFFICE OPERATION: _____

Regular box office hours are Tuesdays-Saturdays, noon-6pm. Use this space to request ticket sales at the venue beyond these hours.

TICKET SERVICES FEES

Fees for ticket services will be deducted from ticket sales revenue. The remaining funds will be transferred to the NYU account you specify. If your event is sponsored by an All-Square Club, please indicate this in the area provided below.

Box office package for priced events:	
Set up, ticket sales, accounting functions, ticket printing (up to 250 tickets)	\$150.00
Per ticket fee (after 250 printed tickets)	\$0.25
Credit card usage fee	4%
90 minutes of "on-site" event service	\$100.00
Extended "on-site" event service	\$25.00 per half-hour

Box office package for free events:	
Set up, ticket printing and distribution (up to 400 tickets)	\$100.00
Per ticket fee (after 400 printed tickets)	\$0.25
90 minutes of "on-site" event service	\$100.00
Extended "on-site" event service	\$25.00 per half-hour

ACCOUNT #: _____

PERSON AUTHORIZED TO TRANSFER FUNDS: _____
Print name and phone number or email.

Check here if you are an All-Square Club and have this form signed by your advisor below:

 Signature of Student Activities/All-Square Club Advisor

I have read the information on the front and back of this form carefully and agree to its terms.

Your Signature: _____ Date: _____