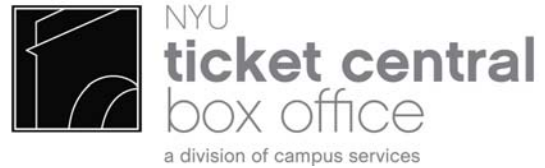


NYU Ticket Services
60 Washington Square South, Room 206
(212) 998-4941
(212) 995-4961 (fax)



TICKET PROCEDURES FOR STUDENT EVENTS IN THE KIMMEL CENTER

TICKETED EVENTS

- The Kimmel Operations Office and The Center for Student Activities, Leadership and Service requires any student organization planning a major event in the Kimmel Center to use NYU Ticket Services to print tickets and provide box office services for the event.
- To request ticketing services, please download the Ticket Services Kimmel Event Form at <http://www.nyu.edu/ticketcentral/pdf/studeventkimmelpacket.pdf> and fax it to Ticket Services at 212-995-4961. The form is due no later than 3 weeks prior to the event. Ticket Services reserves to refuse requests submitted on tardy forms.

NYU ID/GUEST TICKETS:

- In accordance with NYU policy on the use of University facilities, Ticket Services will allocate a maximum of 49% of tickets to be sold for an event sponsored by a University organization as "Guest" tickets. Anyone with a government issued photo ID or an NYUCard can use these tickets.
- A minimum of 51% of tickets to be sold will be allocated as "NYU ID" tickets, which must be presented at the Kimmel Center with valid NYU ID.
- Any organization that wishes to allocate more than 51% of tickets as NYU ID tickets may indicate this on the Ticket Services Kimmel Event Form.
- Authorization, in writing, from the Kimmel Operations Office is required to waive these restrictions.
- For more information on NYU's policy on the use of University facilities, please visit <http://www.nyu.edu/students.guide/policies/pol-facilities.html>.

RESERVED TICKETS AND GUEST LISTS

- **RESERVED TICKETS:** Event organizers may request up to 100% of their "Guest" tickets (up to 49% of the total number of tickets) to be reserved for special guests. Any organization that wishes to reserve Guest tickets may indicate the amount on the ticket services form. If more tickets need to be reserved at a later date, Ticket Services will reserve them based on availability at the box office.
- **GUEST LISTS:** The guest list for the event must be submitted to Ticket Services at least 3 business days before the event date. For each guest on this list, a ticket price must be indicated. Else, the box office will sell the reserved tickets to persons on the list at the day-of-event Guest ticket price. If the list is not submitted on time, the reserved tickets will be released for general sale. A guest list is not required for complimentary tickets.
- **RESERVED TICKET DISTRIBUTION:** Reserved Guest tickets will be sold to persons on the guest list at the Ticket Central and/or satellite box office on the day of the event. Reserved tickets will **not** be released to event organizers for sale at the event.

- **COMPLIMENTARY TICKETS:** Free tickets may be distributed by event organizers. Requests for complimentary reserved guest tickets should be indicated on the ticket services form. Complimentary tickets on reserve may be picked up at Ticket Central on the day of event for distribution at the door.

ADVANCE TICKET SALES

- Advance tickets will be available for sale at Ticket Central within 5 - 7 business days of submission of the completed ticket services form.
- Ticket Central only sells advance tickets to NYUCard-holders.
- **TICKET LIMITS:** There is a 2-ticket limit on advance ticket purchases. Each purchase must consist of at least one NYU ID ticket, with the assumption that the ticket buyer will be attending the event. The other ticket can be either a NYU ID ticket or a Guest ticket.
- **GROUP SALES:** Ticket Services can accommodate group sales - orders of more than 2 advance NYU ID tickets – for all Kimmel Events. Group tickets may only be purchased by a representative of a group of NYUCard holders, such as a Resident Assistant, Department Admin, etc., with valid ID. Please indicate your authorization for group sales on the Ticket Services form.

ONLINE TICKETING PROCEDURES

- Event organizers can indicate on the Ticket Services Kimmel Event Form whether or not they wish to make tickets available for purchase online. There is no extra charge for this service. All requests for online ticket sales must be made via the ticket service form at least 3 weeks prior to the event date.
- **PAYMENT OPTIONS:** Credit cards are the only form of payment for online ticket purchases
- **ONLINE TICKETING CUSTOMER FEES:** To cover the expense of provider fees, customers will pay a convenience fee for each ticket purchased online according to the following schedule:

≤ \$7	\$1.50	\$31-\$35	\$4.00
\$8-\$15	\$2.00	\$36-\$40	\$4.50
\$16-\$20	\$2.50	\$41-\$50	\$5.00
\$21-\$25	\$3.00	\$51 ≤	\$5.50
\$26-\$30	\$3.50		

- **AVAILABLE TICKET TYPES:** Only NYU ID tickets will be available for purchase online. Guest tickets will only be available for purchase in person at the Ticket Central box office.
- **ACCESSIBILITY:** Online ticket sales will be accessible through the Ticket Central calendar, which is on NYUHome under the "News" or "NYU Life" tabs. Online ticket sales are restricted to 2 NYU tickets per NYUCard holder/alumnus.
- **WILL CALL PROCEDURES:** You may choose between the following will call options:
 - **HARD TICKETS:** Ticket Services can print hard tickets for all online purchases. A per ticket fee will apply if over 250 tickets (400 for free events) are printed in total for the event. Customers who have purchased tickets online can pick up their tickets at the box office on the day of the event. All unclaimed tickets will be provided to event organizers on the day/evening of the event.
 - **WILL CALL LIST:** Event organizers can use a Will Call list, provided by Ticket Services, to check in purchasers of online tickets at the door of the event.

DAY-OF-EVENT TICKET SALES AND DISTRIBUTION

- On the day of the event, Ticket Central will sell tickets to customers without a NYUCard but with a valid government issued photo ID.

- **TICKET LIMIT:** On the day of the event, the 2-ticket limit per customer is suspended, unless otherwise requested.
- **TICKET PRICING:** Event organizers can designate a price increase for the day of the event on the ticket services form. The price change will take affect when the box office opens on the day of the event.
- **DAY-OF SALES AT TICKET CENTRAL (SKIRBALL LOBBY):** On the day of the event (for Tuesday-Saturday events), ticket sales/distribution will begin at noon and terminate at Ticket Central at 6pm or two hours before the event start time, whichever comes first.
- **EXTENDED BOX OFFICE HOURS AT SATELLITE LOCATION:** Ticket Central will open its satellite box office in Kimmel 206 for a 90-minute period (typically one hour before the event start time until one half-hour after event start time) to accommodate tickets sales for the event. You may request additional box office hours (\$25 per half-hour) on the ticket services form. For events on days that Ticket Central is closed (typically Mondays and Sundays) there is a 3-hour minimum for box office operation. Ticket Services reserves the right to deny requests for satellite box office hours submitted less than 2 weeks before the event date.
- **WAIVER OF SATELLITE BOX OFFICE SERVICES:** If satellite box office services are not needed for your event, your OSA Club Advisor should sign the ticket services form in the specified space. Tickets sales will terminate at the close of regular box office hours (or at another agreed upon time) for such events.
- **COMPLIMENTARY TICKETS AND FREE EVENTS:** Complimentary tickets on reserve may be picked up at Ticket Central after noon on the day of the event for weekday events or during satellite box office hours for weekend events. Tickets for free events may be picked up between 5pm and 6pm on the evening of the event for weekday events, and between 5pm and 6pm on the Friday before the event for weekend events.

Please note that unsold tickets will not be consigned to event representatives at any time before or after the box office closes on the day of the event. All ticket sales and distribution must be transacted at the Ticket Central box office. Authorization, in writing, from the Kimmel Operations Office is required to waive these restrictions.

FEES AND PAYMENT

Fees for ticket services will be deducted from ticket sales revenue. The remaining funds will be transferred to the NYU account you specify on the ticket services form in the same calendar month of the event. If the event is sponsored by an All-Square Club, the form must be signed by an Student Activities/All-Square Club Advisor.

Box office package for priced events:	
Set up, ticket sales, accounting functions, ticket printing (up to 250 tickets) and 90 minutes of event service at satellite box office	\$150.00
Per ticket fee (after 250 printed tickets)	\$0.25
Credit card usage fee	4%
Extended box office hours	\$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
Extended box office hours at satellite box office (min. 3)	\$50 per hour

CONTACT INFORMATION

- If you have questions about these ticketing procedures or need help filling out the ticket services form, please contact Lori Moore, Manager of Ticket Services, at 212-998-4421.

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TICKET SERVICES FORM: STUDENT EVENTS IN THE KIMMEL CENTER

This form MUST be submitted to Ticket Services at least 3 weeks prior to event to guarantee all requested services.

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: _____

VENUE INFORMATION

Please indicate the room in Kimmel in which your event will be held:

- Eisner & Lubin Auditorium (4th floor)
- Room 914
- Shorin Performance Studio (room 802)
- Other Kimmel Venue (please specify) _____
- Rosenthal Pavilion (10th floor)

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

This quantity may not be more than the maximum capacity of the room for the set-up you choose. Please see <http://www.nyu.edu/kimmel.center/reservable-rooms.html> for further details.

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: _____ TIME DOORS OPEN: _____

EVENT SPONSORS: _____

NAME OF EVENT: _____

ADDITIONAL EVENT DETAILS/INFORMATION TO BE PRINTED ON TICKET: _____

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

DESCRIPTION OF THE EVENT (Please be clear! This information will be used to publicize your event.):

CLUB OR EVENT WEBSITE: _____

TICKET SALES INFORMATION

PRICE OF EACH TICKET:

Advance prices: \$ _____ NYU ID \$ _____ GUEST (NYU ID or Gov't ID)

Day-of-Event prices: \$ _____ NYU ID \$ _____ GUEST (NYU ID or Gov't ID)

PERCENTAGE OF TICKETS TO BE PRINTED AS GUEST TICKETS: _____% (maximum 49%)

NUMBER OF TICKETS TO BE RESERVED FOR GUEST LIST: _____

PRICE OF RESERVED GUEST TICKETS: \$ _____

A Guest List must be submitted to Ticket Services within 3 business days of the event, or reserved tickets will be released for general sale. Complimentary reserved tickets do not require a list and can be picked up on the day of the event at Ticket Services, Kimmel 206.

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 a RA, etc., with valid ID.*

I wish to offer tickets online for this event. *I have read the document entitled "TICKET PROCEDURES FOR STUDENT EVENTS IN THE KIMMEL CENTER" and understand online ticketing procedures.*

WILL CALL OPTION FOR ONLINE SALES (choose one): Hard Tickets Will Call list

SATELLITE BOX OFFICE HOURS REQUEST

Ticket Services will open its satellite box office (Kimmel 206) for a 90-minute period (typically one hour before the event start time until one half-hour after event start time) to accommodate ticket sales for the event. You may request additional box office hours in the space below.

BOX OFFICE OPENING TIME ON DAY OF EVENT: _____ AM / PM (circle one)

BOX OFFICE CLOSING TIME ON DAY OF EVENT: _____ AM / PM (circle one)

Satellite box office hours are not needed for this event. _____
Signature of Student Activities/All-Square Club Advisor

Please note that unsold tickets will not be consigned to event representatives at any time before or after the box office closes on the day of the event. All ticket sales and distribution must be transacted at the Ticket Central box office. For additional information and instructions for weekend events, please review our policy document, available at <http://www.nyu.edu/ticketcentral/studeventkimmelpacket.pdf>.

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) and 90 minutes of event service at satellite box office	\$150.00
Per ticket fee (after 250 printed tickets)	\$0.25
Credit card usage fee	4%
Extended box office hours	\$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
Extended box office hours (min. 3)	\$50 per 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: _____