

Campus Box Office Ticket Set-Up Form

Please fill out all information. If you have a CSU account that accepts revenue please include your account number. If you are not CSU-affiliated or do not have a CSU account that accepts revenue please include your tax i.d. number and name/organization check should be made out to. ALL PORTIONS OF THE CONTRACT MUST BE COMPLETED IN ORDER TO PROCESS.

Today's Date _____ On Sale Date _____

***Please allow 48 business hours between submission date and on sale date.

Event Name: _____ (50 character limit)

Event Location: _____

Capacity _____ Reserved / General Admission (circle one)

Dept/Sponsor(s): _____

Account Number: _____

OR

Tax ID Number: _____

Check Made Out To: _____

TICKET PRICES

PRESALE TICKET PRICES:

Type of Ticket	Base Price	Per Ticket Surcharge	Advertised/ Displayed Price
Example	\$2	\$1	\$3
CSU Student			
Non-Student			
Senior			
Group			
Child			
Other			

AT-THE-DOOR TICKET PRICES:

Type of Ticket	Base Price	Per Ticket Surcharge	Advertised/ Displayed Price
Example	\$2	\$1	\$3
CSU Student			
Non-Student			
Senior			
Group			
Child			
Other			

(1) EVENT SET UP PRICE: \$15.00

(2) AT-THE-DOOR STAFFING: YES / NO (circle one)

-If YES: \$8.00 x _____ x _____, _____
#people #hours times to be open

-If NO: Will Call tickets will have to be picked up prior to the event and are Client is responsible for arranging to pick these up with the Campus Box Office Manager.

(3) COMP TICKETS: YES / NO (circle one) # _____

(4) COMP LIST: YES / NO (circle one)

(5) METHOD TO RECEIVE STATEMENT (circle one): E-MAIL / US MAIL

(6) ADDITIONAL REQUESTS/ INFORMATION:

CONTACT PERSON(S):

ACCESS TO EVENT INFORMATION GRANTED ONLY TO THE FOLLOWING

-NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

-NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

In addition to the charges I (the event sponsor) will pay, I am aware that *the customer will be charged* a designated surcharge per ticket/ order. This surcharge **will be included** in the ticket price I have set. Failure to do so may result in additional service fees.

I am aware that **all changes to event tickets or venue must be made prior to on sale date**. Any changes made after on sale date may not be possible or may result in additional service fees.

I am aware of all Campus Box Office policies, and fully agree to them.

CLIENT SIGNATURE: _____

BO MANAGER SIGNATURE: _____

INSTRUCTIONS FOR FILLING OUT CONTRACT

(Correlates to numbered section of contract)

(1) This is the event set-up price. It is a set rate of \$15.00

(2) If you would like CBO to staff your event or would us to be open for extended business hours, please indicate by putting the number of staff persons you would like in the first blank, the number of hours total to be open for, and in the third space, the precise times you would like the window to be open. Please note that we will charge for 30 minutes in addition to the extended hour for preparation and wrap up tasks. If you do not need staffing at the event, the picking up of will call tickets is the Client's responsibility.

(3) If you need tickets printed in bulk before the event please indicate how many. Also please clarify if you would like this number taken from the total capacity.

(4) If there is a list for complimentary tickets to be handed out through CBO please include it in your paperwork and specify how many tickets each person gets.

(5) Please indicate how you would like to receive your final statement summarizing your event.

(6) Any specifications regarding ticket sales or special needs that CBO needs to be aware of can be listed or explained here.

POLICY

1. The Ticket Set-Up Form (see reverse side) should be submitted to the Campus Box Office **at least 48 hours** before the desired on sale date.

2. If all the necessary documentation for complimentary tickets is not received prior to this event's on sale date, the Campus Box Office will **NOT** distribute complimentary tickets and related customer inquiries will be referred to listed event contact.

3. If any tickets, either Comps or Presales, are requested by an authorized representative of your organization, CBO requests at least 24 hours advance notice in order to prepare the tickets for pickup.

4. An authorized representative of your organization may request two ticket counts in person, (one in the morning, and one in the afternoon) per day. This should be requested to the box office manager.

5. On the day of your event, the event will be taken off sale at 5:00pm (weekdays) or 1:00 (weekends), unless otherwise requested by your organization. This is necessary to allow CBO sufficient time to prepare the will call and door sale tickets. If CBO is staffing the box office the night of your event, we will bring the will call and door sale tickets with us to the box office. If our staff is not needed, a representative from your organization must arrange picking up the will call.

6. CBO will assess a service charge on all tickets sold through their office per transaction/per ticket. This charge is added to the price of the ticket and paid by the customer.

7. For student organizations who provide tickets to be distributed, there will be a charge of \$15.

FEES: Fees for all events are as follows:

1. Set-up fee of \$15.

2. Day-of-event staffing costs, at the rate of \$8.00 per hour for each staff member.

*****BY SIGNING AND SUBMITTING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE TERMS PROVIDED THEREIN.**

FOR FURTHER INFORMATION CONTACT:

Jim Taggart, Box Office Manager, 970/491.5402 lsc_cbomanager@mail.colostate.edu