



Event Data Form

For Student Government Organizations



Club/Organization Name: _____ Student Government: _____
No Abbreviations No Abbreviations

Event Name: _____ Event Date: _____ Start Time: _____ Event Close Date: _____

Revenue Account Line #: _____ - _____ - _____ (Account where your funds will be deposited after the event is closed)

(Will this patron types be sold in...Y or N?)

Patron Type	Price	Box Office?	Consignment?	On-Site?	Online?
1) _____	\$ _____				
2) _____	\$ _____				
3) _____	\$ _____				
4) _____	\$ _____				
5) _____	\$ _____				
6) _____	\$ _____				

Total Capacity for Event: _____

I. ID Verification (Ticket Office sales only) YES NO

II. Ticket Office Advertisement Marquee T.O. Website T.O. Facebook Event
(event name only) URL for more info: _____
 Display Case Description: **Mandatory for all online sale**
(include Flyer) _____

III. Pre-Sale
 On-Sale Date _____ / _____ / _____
 Off-Sale Date _____ / _____ / _____

IV. Consignment

Patron Type	1) _____	2) _____	3) _____	4) _____	5) _____	6) _____
Quantity	_____	_____	_____	_____	_____	_____

(You may take a total of 50 tickets at one time)

V. On-Site

Location: _____	Sell Times: _____ to _____
Address: _____	Patron Type 1) _____ 2) _____
_____	Quantity _____
	Dress _____ Formal or Casual

Miscellaneous Information: _____

Club Rep (Print Name): _____ Club Rep Signature: _____
 Phone(____) _____ - _____ Alt. Phone(____) _____ - _____ E-Mail: _____

Government Officer Signature: _____ Ticket Office Signature: _____

By signing this form, all parties agree to adhere to the information supplied therein and the guidelines for student organizations as approved by Sub-Board I Inc. The club representative whose signature is affixed to this document must furnish changes to any of the supplied information in writing.

For SBI Ticket Office Use Only:

Event Set up Date: _____ Late Fee: _____ (assessed at: \$10/day for every day less than 10 business days from set-up to Event date)

Event Close Date: _____ Late Fee: _____ (assessed at: \$10/day for every day every day after set closing date to the actual closing date)