



Event Data Form

For Student Government Organizations



Club/Organization Name: _____ **Student Government:** ASDA GMA GSA MSP SA SBA SPSA
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)
 Display Case URL for more info: _____
(include Flyer) Description: **Mandatory for all online sale**

III. Box Office
 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:** _____

SA ONLY: Finance Dept. Review Initials: _____

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/Sales date)

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