



221 Student Union
Amherst, NY 14261
(716) 645-2353



OUTSIDE VENDOR TICKET ORDER FORM

Vendor Name: _____

Contact Name: _____ Contact Phone Number: _____

Contact Address (Until the End of Current Semester): _____

Event Name: _____ Event Date: _____ Event Time: _____

Venue Capacity: _____ Venue Location: _____

Please complete a ticket design worksheet.

FOR PURCHASING PRINTED TICKETS

1. Ticket:

Patron type: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Price(s): 1) _____ 2) _____ 3) _____ 4) _____ 5) _____

2. Quantity: 1) _____ + 2) _____ + 3) _____ + 4) _____ + 5) _____ = Total _____

3. Total Quantity of Tickets _____ x \$0.20 = Total Amount Due \$ _____

4. Last Date of a Possible Re-Order: _____

FOR REQUESTING TICKET SALES AT THE SBI TICKET WINDOW

1. Number of tickets to be put on sale: _____

2. What is the ticket price? \$ _____

3. What day should ticket sales begin? _____

4. What day should ticket sales end? _____

A \$1.00 per ticket surcharge will be added to your ticket price as a processing fee.

A \$0.20 per ticket surcharge will be added to your ticket price as a printing fee. (Waived if providing own ticket/merchandise)

Miscellaneous Information:

First and foremost, the SBI Ticket Office serves as a revenue control agent for recognized student government organizations. Because of this, please allow 5 business days for your tickets to be printed. Payment is due upon receipt of tickets.

Contact Signature: _____ Ticket Office Signature: _____