



TICKET SALES REQUEST

****The request form must be completed and returned to Student Union and Involvement Services, MSU 153 at least 3 weeks prior to when you want ticket sales to start.****

NAME OF EVENT: _____

SPONSORED BY: _____

DATE OF EVENT: _____

LOCATION: _____

SEATING: _____ ASSIGNED OR _____ GENERAL ADMISSION

TIME: _____

ROOM RESERVATION CONFIRMATION NUMBER: _____

SPECIAL SEATING INSTRUCTIONS: _____

TICKET SALES START DATE _____ TICKET SALES END DATE _____

TICKET SALES END TIME _____

TICKET PRICES: (Please do not choose more than one price per category)

KU Student with valid ID _____

KU Faculty/Staff with valid ID _____

Full Price _____

Other students with valid ID _____

MAXIMUM # OF TICKETS TO BE SOLD: _____

All Group Sales must be administered by the sponsoring organization/department

Ticket sale funds to be deposited into KUSSI Account number _____.

All funds collected at the MSU Information Box Office must be deposited into a KUSSI account. If your department or organization does not have an account, please contact the KUSSI Service Center, MSU, Room 171 to establish an account. Tickets cannot be sold without an account.

Will the funds be transferred to a University Account _____ Yes _____ No

If yes, please provide the University Account number _____

Will the funds be transferred to a Foundation Account _____ Yes _____ No

If yes, please provide the Foundation Account number _____

Money will be transferred to the University or Foundation account following normal SGA Accounting payment procedures and schedule. Questions can be addressed to the KUSSI Service Center, (610) 683-4090.

CONTACT PERSON: _____ TELEPHONE: _____

CONTACT PERSON E-MAIL ADDRESS: _____

****OFFICE USE ONLY****

SUIS _____ KUSSI _____ KUPAS _____ SUIS Info Desk _____