



McFarland Student Union Policy 2001-0116

Ticket Distribution Services for Major University Functions -- DRAFT--

A. Purpose

To define a policy and procedure for the distribution of free, general admission pre-printed tickets for major University events at the MSU Information Center.

B. Scope

This policy is applicable for Kutztown University related organizations, departments or groups wishing to disseminate free, general admission pre-printed tickets through the SUB Information Center for major University events. This policy is not applicable to guidelines associated with the use of the KUSSE box office located at the MSU Information Center. The selling of all tickets at the Information Center must be run through the KUSSE box office.

C. Definition(s)

D. Policy and Procedure(s)

- The Information Center **will not sell pre-printed tickets** for any group. University organizations wishing to sell tickets at the Information Center for an event on campus **must use** the KUSSE box office system and follow MSU policy 2000-114 as well as the University's Collection of Funds Policy (KU 1997-122).
- The Information Center will only distribute tickets for major campus events with projected attendance or capacity of over 1000 people per event.
- Organizations providing tickets for distribution must provide the following:
 1. Submit request for service one month in advance
 2. Provide detailed distribution instructions including the following:
 - Start and end date of distribution
 - Number of tickets available per person, guest, faculty, staff or student.
 - Number of tickets available to non-KU guests and general public
 - Information about other campus distribution points

- Contact information for questions regarding the event
 - Pre-printed tickets in an individual cash drawer or safe box
- *Other than checking validation of ID cards via card readers and basic ticket counts, the Information Center will not be responsible for providing specialized information to event planners.*

E. Effective Date

- Fall 2001

F. Approved By (Pending)

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References

KU Policy 1997-122, Collection of Funds
SUB 2000-114, Box Office