



Event Data Form

For Student Government Organizations



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

Event Name: _____ Event/Raffle Drawing Date: _____ Start Time: _____ End Time: _____

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 Website
(event name only) URL for more info: _____
 Display Case Description: _____
(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 200 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: _____
 Home Phone: _____ - _____ Office Phone: _____ - _____ E-Mail: _____
 Government Officer Signature: _____ Ticket Office Signature: _____

By signing this form, all parties agree to adhere to the information supplied therein. 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 the rate of \$10/day for any day less than 10 business days from set-up to Event date)