

Norris University Center Box Office

SALES INFORMATION

- 11) Sale Dates (check all that apply):
- On-line sales Begin date and time: _____ End date and time: _____
- Box Office sales Begin date and time: _____ End date and time: _____
- No sales (printing only) Date requested: _____ **Priced tickets must be used with cash bags from Cashier's Office.**
- 12) Which payment options do you wish to make available to your customers (check all that apply)?
- Cash
- Check Fees associated with returned checks are solely the responsibility of the sponsor.
- Credit cards and debit cards* We accept Visa, MasterCard and American Express. Special billing rates apply.
* We cannot accept Discover cards or ATM cards.
- Phone orders+ Only General pricing may be transacted because WildCARDS cannot be verified.
+ Discouraged because credit card information must be recorded and stored.
- 13) Yes No Will you be scheduling sales events to sell tickets in the days prior to the main performance(s)?
Please describe pre-sale events including dates and locations. _____

- 14) Yes No Will you be selling tickets at the door the day(s)/night(s) of the performance(s)? If yes, please complete a **Starting Fund Request** form and submit it to the Cashier's Office for each night that the sales are scheduled. These funds should be requested at least 5 business days prior to their use.

Note: All tickets remaining unsold by 2:30 PM on the day of the performance will be printed for door sales. For weekend events, this will occur at 2:30 PM Friday. Door tickets will be released to the Cashier's Office for inclusion in event starting funds.

BOX OFFICE FEES

Basic Service –	<u>Printed at Box Office</u>	<u>Pre-printed</u>
-Event setup	\$15.00 per event	\$50.00 per event
-Ticket stock:	\$.08 per ticket	N/A
A single event may consist of multiple performances.		
Credit Card Service –		
One-time Event Processing Fee	\$10.00	
Visa/MasterCard Banking Fee	2.06 % + \$0.02/transaction	2.06 % + \$0.02/transaction
American Express Banking Fee	2.6 %	2.6 %
Bank fees are subject to change without notice and are calculated on a total amount transacted basis.		
On-line Service –		
Ticket price: \$0.00	\$0.25 per ticket	\$0.25 per ticket
\$0.01 to \$10.00	\$0.50 per ticket	\$0.50 per ticket
\$10.01 to \$19.99	\$1.00 per ticket	\$1.00 per ticket
\$20.00 and above	\$2.00 per ticket	\$2.00 per ticket
The fees charged depend on the price of the ticket and are assessed regardless of whether a purchase is made on-line or at the Box Office.		
Optional service –		
-Patron management (PM)	\$10.00	\$10.00
Rush Fee – An additional \$25.00 fee will be assessed if given less than 5 business days to set up the sales event.		

We highly encourage you to meet with a Box Office Supervisor early to discuss any special circumstances and ensure that we have all necessary information to set up your event. This form may only be accepted by a Norris Box Office Supervisor.

Ticket Rep (PLEASE PRINT):	Signature:	Date:
Student Treasurer:	Signature:	Date:
Staff Advisor:	Signature:	Date:
Box Office Supervisor:	Signature:	Date:

FOR OFFICE USE ONLY		
System used for event:	Date:	Signature:
Invoice number:	Date:	Signature: