

REQUEST FOR TICKET SERVICES FROM CAMPUS ID SERVICES

Important Notes:

- This form must be submitted at least five (5) days in advance of ticket distribution
- Staffing of the ticket distribution site is the responsibility of the sponsoring group
- Reservation of the ticket distribution site is the responsibility of the sponsoring group
- Security for the Campus ID System equipment is the responsibility of the sponsoring group
- Suitable locations for ticket distribution are limited due to technical restrictions
- A current, functional ID is required for the ticket distribution process

Event:

Event Date:

Dates of Ticket Distribution:

Times of Ticket Distribution:

Location of Ticket Distribution:

Has Ticket Distribution Site been reserved with the University Center Facility Reservationist?

Yes No

Key Contact Person:

Contact Information: Cell:

Office/Work:

The following questions are necessary to create the database on which your ticket will be based:

- Who is to get a ticket: current students only
 current faculty/staff only
 current students/faculty/staff

- How many tickets is each recipient to get: one (1) two (2)
 three (3) four (4)
Other amount:

- Are guest tickets allowed: Yes No
If so, how many?

Will daily ticket distribution reports be necessary? Yes No

If so, list email of recipient

Will a final summary of ticket distribution be necessary? Yes No

If so, list email of recipient

Other relevant details:

Submitted by: Date: