



Event Ticketing Configuration

Please provide the information below. Contact your Concert Ideas agent with questions or concerns. **Please send the completed form to Concert Ideas at least 7 days before tickets are to go on-sale.**

Event Date _____ / _____ / _____

Event Time ____ : ____ AM / PM

Doors Open Time ____ : ____ AM / PM

Event Name

Presenter/Sponsor

Venue

College Name

Contact Person / Email / Phone

TICKET PRICES:

Event Capacity	_____	Venue Assigned Seating?***	YES / NO
Student Price	_____	Max Per Customer	_____ Date/Time On-Sale _____
Faculty/Staff Price	_____	Max Per Customer	_____ Date/Time On-Sale _____
General Public	_____	Max Per Customer	_____ Date/Time On-Sale _____
Date/Time Off-Sale	_____	E-Tickets Desired?*	YES / NO
Desired Link Text	http://ci.universitytickets.com/_____ (Subject to Availability)		

* If E-Ticket functionality is desired, client university agrees that scanning/validation hardware will be provided only if 100 tickets or more are sold online. If fewer than 100 tickets are sold online, hardware will not be provided unless client pays for shipping in both directions, to be deducted from settlement.

** If venue is assigned seating, client agrees to remit \$349.00 venue mapping fee to UniversityTickets. This fee, payable only once per venue, must be paid before tickets will go on-sale. Payment may be remitted to: UniversityTickets, 115 West 30th Street, Suite 500A, New York, NY 10001.

Settlement Information

Settlement Check to be Payable to: _____

Mailing Address _____

City, State, Zip _____

Phone / Email _____

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Event Description (To appear on event website)

Other Information (To appear on event website)

By ticketing with UniversityTickets and the Concert Ideas Shared Ticketing Platform, the undersigned organization accepts responsibility for production of the ticketed event. If the event is cancelled or postponed for any reason, UniversityTickets will return all monies paid by customers, and the undersigned organization will be held liable for all credit card fees incurred. In addition, undersigned organization understands that they are responsible for any and all chargebacks incurred. If chargebacks are incurred, UniversityTickets may bill the undersigned for the returned amount plus any fees levied by the merchant processor.

UniversityTickets will charge customers convenience fees based on the value of the ticket, and retain that portion of revenues before settlement with the undersigned organization. Undersigned organization is exclusively responsible for the payment of all federal, state and local taxes associated with the sale of this event.

We reserve the right, at our sole discretion, to terminate this Agreement if undersigned organization's performance calls into question the success or production of the event.

Authorized Individual's Signature _____

Authorized Individual's Name / Title _____

Authorized Individual's Phone / Email _____

How to Sell Tickets!

It's easy! Simply send your ticket buyers to:

<http://ci.universitytickets.com/YOURSPECIALTEXT>

(see first page to specify your special text!)