



Box Office Ticket Request Form

Complete form and return to: SVSU, 7400 Bay Road,
Curtiss Hall 142, University Center, MI 48710

Event

Name of Event	_____		
Date of Event	_____		
Time of Event	Start: _____	End: _____	
Event Type	Theatre <input type="checkbox"/>	Music <input type="checkbox"/>	Special <input type="checkbox"/>
Seating	General Admission <input type="checkbox"/>	Assigned Seating <input type="checkbox"/>	

Tickets

Ticket Prices	Adult: _____	Student: _____	Senior: _____	Senior Age is: _____
Maximum # of Tickets to be Sold	_____			
Sale Start Date:	_____			
Sale Location(s)	<input type="checkbox"/>	<input type="checkbox"/>		
Internet Sales	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Complementary Tickets?	Yes	No		
Internal Account Number	_____			

**Ticket Service Charge: Internal \$2.00 per ticket
External \$4.00 per ticket**

Contacts

Name	_____	Phone:	_____
Department	_____	Email:	_____
Name	_____	Phone:	_____
Department	_____	Email:	_____

SVSU Box Office Charge: \$50.00 Administration fee per show for University programs and \$75.00 Administration fee per show for non-University programs

- ◆ All requests need to be submitted 30 days before "on sale" date
- ◆ All invoices completed at the end of the month of the last event date in the series.
- ◆ Internal transfers typically completed within 2 weeks after the invoice date.

Thank You!