

# Undergraduate Student Government *Ticket Reservation Form*

Event Title  Event Date

Sponsoring Group

Event Coordinator  Phone

Local address

Event Location

Start Time  EndTime

Please select one of the requested Guest Policies:

Agreed Maximum Attendance:

Is your group USG Funded?

A	Facility Capacity	
B	Executive Board	
C	Volunteers	
D	Entertainers	
E	Entourage	
F	Participants	
G	USG Council	
H	Security	
I	Guests	
J	Subtotal (Add B thru I)	
	Total Tickets to be sold (A minus J)	

**REVENUE GENERATED:**

	STUDENT TICKETS	GUEST/ NON-STUDENT TICKETS
Ticket Color		
Beginning Ticket No.		
Ending Ticket No.		
No. Tickets Sold		
Total Tickets Sold		
Ticket Price		
Revenue Generated		
<i>Total Revenue</i>		

**REVENUE VERIFIED BY:**

Ticket Seller:

**PLEASE SIGN:**

Program Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Ticket Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_

USG Financial Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*The USG Ticket Office hours are 11:30am-8:30pm on weekdays. Groups requesting Ticket Office Services on Saturdays and Sundays must pay for it. Ticket Office Services will NOT be available BEFORE 7pm on Saturdays and Sundays.*