Student Union Box Office
Event Data Sheet

Name of Event _____________________________________________________________

Sponsor of Event __________________________________________________________

Address _______________________________________________________________________

Contact Person _______________________________ Phone Number __________________________

Day(s) & Date(s) of Event: M T W R F S Su _______________________   Time _____________ am    pm

Location _______________________________________________________________________

Beginning Sale Date ___________________________ Ending Sale Date ________________________

Brief Description of Event __________________________________________________________
                                                                                     __________________________________________________________

Ticket Information

Type of I.D. required __________________________ _ # of Tickets allowed per I.D. ______________

Special Discounts to _____________________________________________________________

Price:         General Public _______ WSU Students _______ Faculty/Staff _______ Other Students ______

         Children _______ (age range ____________)   Alumni _______ Over 55 _________

Types of Payment Accepted        Cash _____ MasterCard _____ Visa _____ Discover _____

Check _____ WOC flex _______ + 3% = __________

Types of Orders Accepted        Walk-up _____ Mail _____ Phone _____ Fax _____

# of Tickets Issued to Seller _____ Box Office Sells_________ (# _______ – _______)

         Organization Sells_________ (# _______ – _______)

Seating for People with Disabilities _______

Transportation

Type of Transportation _________________ Is Round Trip Transportation Required? _________________

Number of Wheelchair Seating Provided ______________ Departure Location _______________________

Departure Time _______________ Expected Time of Return __________________

Special Considerations/Comments

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Fund __________________________ Org __________________________ Prog __________________________