



Student Union Administrative Office  
186 Student Union  
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## 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 \_\_\_\_\_