

# Wilson Commons Ticket Service Policies

1. Wilson Commons Student Activities (WCSA) supervises the operation of the ticket service, and determines the ticket policies and their implementation.
2. The ticket service is used for University of Rochester related events and activities. Normally, it is not used for off campus activities and programs by organizations not affiliated with the University of Rochester.
3. Priority is given to Student's Association and WCSA events.
4. By the end of the month that the event takes place, all moneys generated from ticket sales will be made payable to the sponsoring organization.
5. Regular business hours are posted outside the Business Office, 101i Ruth Merrill Center, Wilson Commons (585) 276-3717.

## TO USE WILSON COMMONS TICKET SERVICE

1. All paperwork must be submitted three (3) days before tickets go on sale at the Common Market and/or online.
2. Each ticket service request must include:
  - Ticket order form (backside of this sheet)
  - Signed policy form (bottom of this side of page)
  - Ticket information sheet (attached)
  - **A blue requisition or other form of payment for services**
  - An account number for transfer of money (for non-SA funded groups only)
3. Tickets are available for sale at the Common Market in Wilson Commons during regular business hours and online if applicable until two business days before the event.
4. Tickets to be sold at locations other than the Common Market will be not printed for the groups unless "preprinted" tickets are specifically requested on the Ticket Request Order Form. Individual groups are solely responsible for tickets sold by their members. Once the group has signed for the preprinted tickets, they cannot be returned to the Market to be resold.
5. Preprinted tickets can be picked up from the Wilson Commons Ticket Service Manager, or Kathy Webster in the Business Office. Three days notice must be given for pre-printed tickets to be processed.
6. If the group requesting tickets is SA recognized, there is a \$ 10.00 event set up fee and a \$.15 charge per ticket printed. For non-SA recognized groups and departments it is as follows:
  - A \$30.00 set up fee plus \$.15 per ticket sold at the Common Market.
  - A \$20.00 set up fee plus \$.15 per pre-printed ticket for events not sold at the Common Market.
7. In general, tickets sold at the Common Market must be generated by the Wilson Commons Ticket Service.
8. **Special Approved Event Tickets** being sold at the market that are not created and generated from the Common Market will incur a \$15.00 set up fee. (Subject to approval of the Director of Wilson Commons).
9. **Online Tickets** can be set up along with tickets sold at the Common Market. However, please note that there is an additional \$10.00 event set up fee to the group putting tickets on sale online. There is also a \$4.00 additional cost to the customer per ticket to cover the cost of doing business online.

**BY SIGNING THIS CONTRACT I AGREE TO THE TERMS LISTED ABOVE AND OBSERVED BY THE WILSON COMMONS TICKET SERVICE.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Wilson Commons Ticket Service Order Form

Please provide the information in the boxes. Each box may have only one letter, number, punctuation mark or space.

Event Date \_\_ / \_\_ / \_\_\_\_

Event Time \_\_: \_\_ AM / PM

Line 1 (Group Name)

Line 2 (Presents/Sponsors)

Line 3 (Name of Show) (this will be the largest font on the ticket, so make it something important)

Line 4 (Show subtitle) (this line will also be large print)

Line 5 (Location)

Line 6 (any other info)

**TICKET PRICES:**

Ticket Maximum Event Capacity \_\_\_\_\_ Date to start tickets on sale \_\_\_\_\_

Undergraduate Student \_\_\_\_\_ Organization \_\_\_\_\_

UR Community \_\_\_\_\_ Business Manager Name \_\_\_\_\_

General Public \_\_\_\_\_ Business Manager Email \_\_\_\_\_ Phone \_\_\_\_\_

Make Tickets Available For Online Sales: Yes  No  Maximum Tickets per Person Online \_\_\_\_\_  
 (Additional \$10.00 charge for setup of online event)

Start Online Ticket Sales \_\_\_\_\_ End Online Ticket Sales \_\_\_\_\_

**NOTE: There will be a \$4.00 service charge assessed to the customer for each ticket sold online.**

**If you need preprinted tickets please fill out the section below and see the Ticket Manager. This form must be turned in three days before the tickets are needed along with blue requisition or payment for services.**

**Amounts Preprinted:**

Undergraduate \_\_\_\_\_ Date Preprinted Tickets needed (ASAP is not acceptable) \_\_\_\_\_

UR Community \_\_\_\_\_

General Public \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Business Manager Phone Number \_\_\_\_\_

Date: \_\_\_\_\_ Business Manager E-mail address \_\_\_\_\_

**OFFICE USE ONLY:** Date \_\_\_\_\_ Requisition Number \_\_\_\_\_

Billing Information: \_\_\_\_\_ x .15 = \_\_\_\_\_ + \$ 10.00 (Event Fee) or (+ \$20 Pre-printed or \$30 if non-SA Group)  
 Quantity \_\_\_\_\_ Due \_\_\_\_\_

Online Setup Fee: \_\_\_\_\_ x \$.15 \_\_\_\_\_

PLUS Used \_\_\_\_\_ Tickets Sold \_\_\_\_\_ Consigned \_\_\_\_\_ Sold Online \_\_\_\_\_

# Wilson Commons Ticket Service Order Form

TOTAL COST FOR TICKET SALES AND EVENT: \_\_\_\_\_

# Ticket Information Sheet

(For the Common Market and the Common Connection)

Event Name \_\_\_\_\_

Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Max # tickets/person \_\_\_\_\_

Brief description of event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date on Sale \_\_\_\_\_

Date off Sale \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Online Sale Start Date \_\_\_\_\_

Online Sale End Date \_\_\_\_\_

## People authorized to pick up preprinted tickets (if applicable):

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

## PERSON RESPONSIBLE FOR PICKING UP WILL CALL ONLINE TICKETS:

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

### Ticket Prices

### PLUs (OFFICE USE ONLY)

**Undergraduate Student** \_\_\_\_\_

\_\_\_\_\_

**UR Community**  
(Grads, staff, faculty, alumni) \_\_\_\_\_

\_\_\_\_\_

**General Public** \_\_\_\_\_

\_\_\_\_\_

## Comments, special instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_