Wilson Commons Ticket Sales offers several options for tickets for your groups’ events on campus. Using the website rochester.universitytickets.com, you and your customers can see your event online, read information about the event, and order online tickets. Tickets can be sold online and at the Common Market for UR students, alumni, faculty, and the general public. All online tickets are will call only. Off-campus event tickets are not permitted except for programs approved by WCSA.

**All ticket event forms must be submitted at least 3 business days before the tickets are to go on sale.**

Forms must be filled out completely and signed by the group advisor before being turned in.

Income and fee account numbers must be provided on pg. 3 if you are not a student group.

**Pre-printed ticket pick-up arrangements must be made with the box office manager when this form is turned in.**

### SERVICE FEES FOR MARKET & ONLINE SALES:

<table>
<thead>
<tr>
<th>Event and Ticket Fees</th>
<th>University Recognized Undergraduate Groups</th>
<th>University Recognized Graduate Groups</th>
<th>University Department Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Market</td>
<td>$10</td>
<td>$15</td>
<td>$35</td>
</tr>
<tr>
<td>Online</td>
<td>$15</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Off-the-Stack</td>
<td>$10</td>
<td>$15</td>
<td>$10</td>
</tr>
<tr>
<td>Pre-Prints ONLY</td>
<td>$10</td>
<td>$10</td>
<td>$25</td>
</tr>
<tr>
<td>Price per ticket printed</td>
<td>$.18</td>
<td>$.18</td>
<td>$.22</td>
</tr>
</tbody>
</table>

**Multiple event times require an event fee for each event time.**

**ONLINE SERVICE FEE:** All customers purchasing tickets online will be charged an online service fee: $4 for student tickets, $6 for UR staff and general public tickets.
WILSON COMMONS TICKET SALES
Alex Northrup, Box Office Manager
alexander.northrup@rochester.edu 585-276-3717
Room 101i, Wilson Commons Hours: MWF 8:30AM – 5PM, TR 8:30AM – 12PM

EVENT DATE: _____/_____/______
EVENT TIME: ______:______ AM PM (circle one)

EVENT NAME

EVENT LOCATION

GROUP HOSTING EVENT:

EVENT INFORMATION: Include any additional information that you would like displayed on the website, such as tickets being available at the door, performers, special guests, transportation, etc. There is no need to include date, time, location, or price information, as that will be automatically displayed alongside your description. If you need to upload a flyer or event posters, please e-mail it to Alex Northrup at alexander.northrup@rochester.edu. Flyers and posters must be in a JPEG or GIF format and cannot exceed 100kb. Word documents with the description of the event may be emailed to the above email for posting to the website as well. Pre-printed only events and off-the-stack ticket sales events will not be able to be viewed online.

Special Event Busing provided? Yes No (circle one) P/U_______ @______ Return_______
Declinable Event? Yes No (circle one) If YES, please provide a copy or e-mail to alexander.northrup@rochester.edu
Sign Up Sheet Required? Yes No (circle one) If YES, please fill out information on next page.
Pre-printed or Comp tickets needed? Yes No (circle one)

Ticket Prices:

<table>
<thead>
<tr>
<th>Event capacity (total number of tickets available):</th>
<th></th>
<th>Off-the-stack? Yes No (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket type:</td>
<td>UR Student</td>
<td>UR Faculty/staff/grad/alumni</td>
</tr>
<tr>
<td>Price:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Max per customer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/time on-sale:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Online Tickets Desired? Yes No (circle one) Date/time online sales end: ____________

Updated 8/11/16
WILSON COMMONS TICKET SALES
Alex Northrup, Box Office Manager
alexander.northrup@rochester.edu
Room 101i, Wilson Commons
Hours: MWF 8:30AM – 5PM, TR 8:30AM – 12PM

Updated 8/11/16

EVENT NAME: ___________________________________________  EVENT DATE: ___/___/____

Pre-Printed and Comp Ticket Event Information:

<table>
<thead>
<tr>
<th>Ticket type:</th>
<th>UR Student</th>
<th>UR Fac/staff/grad/alum</th>
<th>General Public</th>
<th>Comps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Picked up by: ___________________________  Date & time: ___________________________

Signature: ___________________________  Date: ___________________________

Additional instructions (not for website):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

EVENT SETTLEMENT INFORMATION - OFFICE USE ONLY

Event Sponsor: _________________________________

**Ticketing Fees**


Online event fee: $_____ + Online ticket qty: _____x $.18/.22 = $______ = Online ticket fees: $______

Market event fee: $_____ + Printed ticket qty: _____x $.18/.22 = $______ = Printed ticket fees: $______

* Total ticket fees: $______

Income transferred from Common Market sales: $___________

Income transferred from 312 requisitions: $___________

Income transferred from online sales: $___________

Other income transferred: $___________

Total ticket fees (from * above) $ (___________)

TOTAL TRANSFERRED (income minus fees) $___________