



Stony Brook University  
Undergraduate Student Government  
Ticket Office Reservation Form

- The USG Ticket Office Hours are 11:00am to 5:00pm on weekdays. Groups requesting Ticket Office Services on Saturdays and Sundays must pay for it.
- This form must be submitted to the USG Ticket Office, at least 1 week prior to the beginning of ticket sales. Please refer to the back of this form for the Schedule of Fees.

Event Title: \_\_\_\_\_

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

Club Name: \_\_\_\_\_

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

Event Coordinator \_\_\_\_\_

Event Coordinator \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell: Phone # \_\_\_\_\_

Event Capacity: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Is your group USG funded? (please check appropriate box)?

YES

NO

**GUEST POLICY**

SBU Students Only   
  SBU Student + 1 Guest   
  SBU Student + 2 Guests   
  Other (please specify)

Advisor's Signature approving the guest policy: \_\_\_\_\_

**TICKET PRICES**

**EVENT CAPACITY**

SB Students  
(all SB students must present their SB ID) \_\_\_\_\_

Non-SB Students \_\_\_\_\_

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Capacity \_\_\_\_\_

Complimentary Tickets  
(up to 5% of total capacity) \_\_\_\_\_

Performers \_\_\_\_\_

Entourage  
(no more than 5 people including the \_\_\_\_\_

Security (USG Events Management, CSS, UP) \_\_\_\_\_

**SIGNATURES**

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

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

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

**COMMENTS:**

**SCHEDULE OF FEES FOR TICKET OFFICE SERVICES**

	Undergraduate Student Clubs & Organizations	Graduate Student Clubs & Organizations	Academic & Administrative Departments
Printing of Tickets	\$.05 per ticket	\$.05 per ticket	\$.05 per ticket
Between 11 am and 5pm on Weekdays	\$0 + Printing of Tickets	\$10/hour + Printing of Ticket	\$10/hour + Printing of Ticket
Beyond 11 am to 5pm on Weekdays	\$10/hour + Printing of Ticket	\$10/hour + Printing of Ticket	\$10/hour + Printing of Ticket
Weekends	\$10/hour + Printing of Ticket	\$10/hour+ Printing of Ticket	\$10/hour+ Printing of Ticket

**TICKET OFFICE SERVICE COSTS** (To be Complete by the Ticket Office Manager)

Day	Date	Start Time	End Time	# of Hours	Cost/Hour	Total Cost
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Sub-Total						

**REVENUE FROM TICKET SALES**

(To be Complete by the Ticket Office Manager)

	Ticket Prices	Total # of Tickets Sold	Total Revenue
Stony Brook Students			
Non-Stony Brook Students			

Ticket Printing Cost = \$.05 X capacity

**TOTAL COST**

Comments: