

BG1 Plus Front Desk/Information Center Ticket Sales



Name of Event		Group Name	
Date	Time	Location	
Ticket Cost for Students		Ticket Cost to General Public	
Organization Contact (Name, Phone, E-mail):			
Ticket sales begin date		Ticket sales end date (time to pick up extra tickets)	

Special Instructions

1. Please provide the information above by filling in all information on the Ticket Sales Information Form. If a field is not applicable to your event, please indicate "N/A."
2. All information must be filled out on the Ticket Sales Information Form, and can be returned in person or electronic format to Ashely DiMasso at adimass@bgsu.edu
3. All transactions (dropping off/removing tickets or any other materials) must be done by Ashely DiMasso, Manager of BG1 Plus or his designee with approval.
4. Any and all publicity referring to the Information Center must be cleared through Ashely DiMasso.
5. All tickets must be numbered for tracking purposes.
6. The Information Center will assess a service fee that is equal to 5% of the total revenue generated through ticket sales. This fee will be assessed on any and all sales regardless of the success of the event or even its cancellation. All tickets are sold at full value only. No discounts or free tickets will be given without written approval.
7. If a ticketed event cancels, balance of ticket income will be transferred to the organizations account immediately so that the organization can coordinate the refund process.
8. The Information Center does not offer ticket refunds, switches, or exchanges. All sales are Final.
9. The Information Center is responsible for managing all ticket stock, performing ticket sales during normal hours of operation, and for performing budget transfers at the completion of a ticket sale.
10. Organizations may contact the Information Center at any point during a ticket sale to check progress.
11. Final budget transfers can be made to university based accounts only. It is the Organization's responsibility to coordinate any payments to any external organizations/companies.

Fund	Dept ID	Revenue Account #	Program Code
Organization Rep. Signature/date		Manger, BG1 Plus. Signature/date	