

**Illinois Instituted of Technology
Office of Student Activities
Ticket/Information Distribution Agreement**

Sponsoring Organization: _____

Name of Event: _____ Date & Time of Event: _____

Contact Person: _____ Date & Time of Ticket Sale: _____

Person Selling Tickets: _____ Phone: _____

Account Number to Deposit Money: _____

As a service to IIT recognized student organizations (RSOs) and to the campus community, the Hermann Union Building (HUB) offers a ticket selling and information disbursement service for organizations desiring assistance with the sale of their event's tickets or distribution of information. The following agreement has been established between the sponsoring organization, Student Activities Office and HUB.

- ✍ A representative from the sponsoring organization must meet with the Student Activities Office one week prior to the tickets being sold to discuss the event and go over the Event Fact Sheet (on the reverse) and Ticket /Information Disbursement Agreement.
- ✍ Include the completely filled out Event Fact Sheet. This information is used by the CIC workers to aid them in successful ticket sales. If the information is put at CIC without going through the Student Activities Office it will be pulled from the CIC and the organization may lose ticket sales or informational services privileges.
- ✍ The RSO must sell tickets to events during the first hour of the ticket sales or until the line diminished, which ever comes first.
- ✍ A cash box will be available for the RSO for the initial ticket sale. After the initial rush, if there are tickets left, the CIC can continue to sell tickets.
- ✍ The ticket and all advertising of the event must indicate that all purchasers must show a valid IIT id card in order to purchase tickets.
- ✍ The HUB and the Student Activities Office assume no responsibility for missing or stolen tickets.
- ✍ Money collected from ticket sales by the HUB will be deposited directly into the sponsoring organization's university account. Cash money or checks will not be given to any person other than university cashier.
- ✍ Tickets must be numbered with the price of ticket, date of event, and location printed on each ticket.
- ✍ If an event is canceled, RSO's need to work with the Student Activities staff to issue refunds.

I agree with these terms and conditions.

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| Sponsoring Organization Contact | Position | Date |
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| Student Activities | Position | Date |
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| Hermann Union Building | Position | Date |
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Event Fact Sheet

Please turn this sheet in to the Student Activities for approval. If this information is not turned a week before ticket go on sale or information is to be distributed. The information will be removed from the CIC and the student organization may lose privileges if these items are not received by the requested date.

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Who is sponsoring the Event: _____

What is the cost to attend/participate in the event: _____

Contact Person for your Organization: _____

Phone number of Contact Person: _____

Information people need to know about your event (what to bring, what to wear, where to meet):

Are you selling tickets? [Yes] [No] If yes, please fill out the info below and the Ticket Agreement.

How many tickets are available? _____ What is the cost per ticket? _____

How many tickets are allowed per ID? _____ How many ID's per person? _____

Instructions for selling the tickets for the events (i.e. Sign up sheet, giving out informational flyer, etc.):
