Norris Box Office

Request to Sell Tickets at the NBO (nbo.northwestern.edu)

The Norris Box Office operates two separate ticketing systems. These distinct systems are maintained to meet various student organization/department needs and budgets. For basic ticket printing services and sales, please use the shorter Request to Sell Tickets at the NBO (Short Form).

**When to use this form:**
- On-line ticket sales
- Purchaser lists w/ contact information.
- E-ticketing
- Ticket Scanning
- 24/7 Report Availability

**SPONSOR/PRODUCER INFORMATION**
1) Sponsoring NU Student Group or Department Name: ________________________________

2) SOFO Account No: 2 0 ___ ___ - ___ ___ - ___ _. Cash and checks will be deposited to the “01” line, if available.

3) Revenues from credit card sales are processed through the NU Financials system. Though they are generally processed within 2-3 business days from the date of sale, it may take 15 to 45 days to appear in the group’s SOFO account.

   NU Financials Chartstring: ________ DEPTID ________ PROJECTID ________ ACTIVITY

   NU Financials Accounts: DEPOSIT (REVENUE) ___ ___ ___ / BILLING (EXPENSE) ___ ___ ___ ___.

   Unless otherwise indicated, revenue from ticket sales will be credited to account 40604; revenue from registrations and other items or activities may be credited to account 40698. Invoices for event setup, credit card bank fees and vendor fees will be charged to account no. 76725.

4) Student Group/Department Ticket Representative (Please print): ________________________________

   Phone No. (___) ______ - _________ E-mail Address: ________________________________

   *The Ticket Representative is the single contact person, from the sponsor organization/department, who may pick up complimentary tickets; request sales updates; and make changes to the sales item descriptions. We will refer patron questions to this person.*

**EVENT INFORMATION**

5) Name of the Event (**Maximum 30 characters**, including spaces, fit on the title line):

6) **Student Group/Department** or additional title information (**Maximum 24 characters**, including spaces, fit on this line):

7) **Venue** (**Maximum 24 characters**, including spaces, fit on this line):

8) Venue Address: ________________________________ Venue Capacity: ________

9) Event Description: This information appears on the web page created for the specific event. A short description that sells the event works best. Consider also using the space to describe event requirements such as “open only to the NU community” or “must present current WildCARD at the door. The description should end with **NO REFUNDS** and when appropriate **NO EXCHANGES**.

   Please e-mail the description and any additional information to NorrisBoxOffice@northwestern.edu.

10) Ticket Type: □ NBO Stock □ E-Tickets □ Pre-printed (Supplied by client) □ Registration (No tickets)

11) Reporting: □ Regular (1 intermediate and 1 Final Sales Report) □ System Report Access (Provide e-mail address)

12) Number of scanners requested for event days (used with E-Tickets and subject to availability): ______________

13) Event Promotion: A single image file in jpeg or gif format may be placed following the Event Description on the website. The size limitation is 200Kb. Larger images and videos to be run on our monitor may also be sent to us by e-mail.

1 of 3

Rev. Mar. 2013/fhz
15) Performance | Requested number of seats: | Total Number of Tickets
---|---|---
| No. | Day and Date | Time | On Sale | On Hold | As Comps | For Door |
1 | | |  |  |  |  |
2 | | |  |  |  |  |
3 | | |  |  |  |  |
4 | | |  |  |  |  |
5 | | |  |  |  |  |
6 | | |  |  |  |  |

### TICKET INFORMATION

16 a) Target Market | b) Base Price | c) Surcharge | d) Separate | e) Ticket Limit | f) Start Date | g) Door Price
---|---|---|---|---|---|---
☐ New NU | $_______ | $_______ | ○ | | | $_______ |
☐ NU Freshman | $_______ | $_______ | ○ | | | $_______ |
☐ NU Sophomore | $_______ | $_______ | ○ | | | $_______ |
☐ NU Junior | $_______ | $_______ | ○ | | | $_______ |
☐ NU Senior | $_______ | $_______ | ○ | | | $_______ |
☐ Non-Degree | $_______ | $_______ | ○ | | | $_______ |
☐ NU Graduate | $_______ | $_______ | ○ | | | $_______ |
☐ NU Kellogg | $_______ | $_______ | ○ | | | $_______ |
☐ NU Other Schools | $_______ | $_______ | ○ | | | $_______ |
☐ NU Employees | $_______ | $_______ | ○ | | | $_______ |
☐ NU Affiliate | $_______ | $_______ | ○ | | | $_______ |
☐ General | $_______ | $_______ | ○ | | | $_______ |
☐ | $_______ | $_______ | ○ | | | $_______ |

The base price and surcharge are amounts that are determined by the sponsor based on the costs associated with selling tickets (e.g., bank and vendor fees). They can be presented as a single price or a ticket price with an added convenience fee. Please note that a convenience fee be applies to all sales—on-line and cash/credit sales at the Norris Box Office service counter.

### SALES INFORMATION

17) Sale Dates (check all that apply):
- On-line sales
- Box Office sales

18) Which payment options do you wish to make available to your customers (check all that apply)?
- Check
  - Fees associated with returned checks are solely the responsibility of the sponsor.
- Credit cards and debit cards
  - We accept Visa, MasterCard, American Express and Discover. Special billing rates apply. We cannot accept ATM cards.
- Phone orders
  - Only General pricing may be transacted because WildCARDS cannot be verified. This payment option is discouraged because it requires full credit card information to be stored.
## Norris Box Office

**Basic Service** –
- Event setup: $16.00 per event
- Ticket stock: $.09 per ticket

A single event may consist of multiple performances.

**Credit Card Service** –
One-time Event Processing Fee: $10.00

Bank fees for Visa, MasterCard, Discover, Diner’s Club, American Express and JCB Card:
- 2.4% + $0.10/transaction
- Refund fees: $0.30/transaction

Bank fees are subject to change without notice and are calculated on the total amount transacted per sponsor. All events are considered “No Refund/No Exchange”. Sponsors may request exceptions on a case-by-case basis. The refund fee is applicable to credit card refunds only.

## Norris Box Office Fees

<table>
<thead>
<tr>
<th>Event</th>
<th>Printed at Box Office</th>
<th>Pre-printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Service</td>
<td>$16.00 per event</td>
<td>$50.00 per event</td>
</tr>
<tr>
<td>Vendor Service Fee Schedule for On-line Sales–</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket/Registration price:</td>
<td>$0.25 per ticket</td>
<td>$0.25 per ticket</td>
</tr>
<tr>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.01 to $10.00</td>
<td>$0.50 per ticket</td>
<td>$0.50 per ticket</td>
</tr>
<tr>
<td>$10.01 to $19.99</td>
<td>$1.00 per ticket</td>
<td>$1.00 per ticket</td>
</tr>
<tr>
<td>$20.00 and above</td>
<td>$2.00 per ticket</td>
<td>$2.00 per ticket</td>
</tr>
</tbody>
</table>

The fees charged depend on the price of the ticket and are assessed for use of the online database and function. Fees are applicable regardless of whether a purchase is made on-line or in person at the Box Office because the sales are performed on the same vendor system.

### Optional services –
- Attendance lists (in addition to final sales): $10.00
- Reporting access subscription (per e-mail): $25.00/quarter
- Scanner rental (per day): $30.00/scanner

### Rush Fee –
An additional **$25.00 fee** will be assessed if submitted less than 5 business days to set up the sales event.

Acceptance of this form is subject to an NBO supervisor meeting with the sponsor to discuss any special requests and ensure that all the necessary information to set up the event is present. A form must be accepted and approved by an NBO Supervisor before it will be created. Submissions made by mail or left at the office will not be honored. Contracts must be fully executed before tickets are sold for their events. The NBO reserves the right to set aside one ticket per event for each of its box office student staff members to purchase.

<table>
<thead>
<tr>
<th>Ticket Rep (PLEASE PRINT):</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Treasurer:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Staff Advisor:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Box Office Supervisor:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date received:</th>
<th>Rush Fee:</th>
<th>Date created:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice number:</td>
<td>Date created:</td>
<td>Date submitted:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

3 of 3  
Rev. Mar. 2013/fhz