

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.

When to use this form:

- Online ticket sales
- Ticket Printing
- Purchaser lists w/ contact information.
- Ticket Scanning
- E-ticketing
- 24/7 Report Availability

SPONSOR/PRODUCER INFORMATION

1) NU Group/Dept. Name: _____

2) NU Financials Chartstring: _____ - _____ - _____ - _____
FUND DEPTID PROJECTID ACTIVITY

NU Financials Account Codes: DEPOSIT (REVENUE) _____ / BILLING (EXPENSE) _____.

Revenue from ticket sales will be credited to account 40604. Revenue from registrations and other items or activities may be credited to account 40755. Invoices for event setup, credit card bank fees, and vendor fees will be charged to account 76725.

3) Ticket Representative Name (Print): _____ The ticket representative is the only 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 and logistical questions to this person.

Phone No. (_____) _____ - _____ E-mail Address: _____

EVENT INFORMATION

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

5) Performance specifics.

Performance			Requested number of seats:				Total Number of Tickets
No.	Day and Date	Time	On Sale	On Hold	As Comps	For Door Sale	
1							
2							
3							
4							
5							

6) Additional Title or Student Group/Department Name (**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 short description markets the event on the web page. Consider also including event requirements such as “Open only to the NU community” or “Must present current WildCARD at the door.” The description must end with **NO REFUNDS** and when appropriate **NO EXCHANGES**. Please e-mail the description and any additional information, such as a single image file in jpeg or gif format, to NorrisBoxOffice@northwestern.edu. Let us know if you have a video promotion.

10) Event Website/Sponsor Contact Information: _____

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

12) Reporting: Regular (1 + Final Sales Report) Multiple (>2) System Report Access (Provide e-mail address)

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

TICKET INFORMATION

14 a) NU Target Market	b) Base Price	c) Surcharge	d) Separate	e) Ticket Limit	f) Start Date	g) Door Price
<input type="checkbox"/> Undergraduate	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> Affiliate/ Non-Degree	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> Graduate	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> Kellogg/ Medical/Law	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> Employees	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> New NU	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> General	\$ _____	\$ _____	○	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	\$ _____	○	_____	_____	\$ _____

Surcharges are optional and determined by the sponsor, often to defray the costs associated with selling tickets (e.g., bank/vendor fees, see Page 3). They can be presented as a single price or a ticket price with a convenience fee added at checkout. Please note that a convenience fee applies to all sales—online and in-person sales at the Norris Center Desk.

15) Sale Dates (check all that apply):

<input type="checkbox"/> Online sales Begin: _____ End: _____	<input type="checkbox"/> Norris Center Desk in-person sales Begin: _____ End: _____
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16) Payment options you wish to accept (check all that apply):

<input type="checkbox"/> Check Fees associated with returned checks are solely the responsibility of the sponsor.	<input type="checkbox"/> Credit and debit cards (Visa, MasterCard, AMEX, and Discover) Bank fees apply. Revenues from credit card sales are processed through NU Financials. We cannot accept ATM cards.
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SALES INFORMATION

- 17) Yes No Will you be scheduling your own ticket sales in the days prior to the performance(s)?
- 18) Yes No Will you be selling tickets at the door the day(s)/night(s) of the performance(s)?
- 19) Yes No Have you submitted a completed **Starting Fund Request** form to the Cashier’s Office for each day of sales.
Note: Tickets printed for door sales are transferred to the Cashier’s Office by 2:00 PM on the performance day.

The advisor and treasurer’s signatures attest to the legitimacy of the event and that all required approvals have been received. All contracts associated with an event must be fully executed at least one business day prior to the start of ticket sales. Acceptance of this form is subject to an NBO meeting with the sponsor representative to discuss the creation of the sales event and the logistics of the ticket sales. Completed forms should not be sent by mail, email, or left at the Center Desk. A form must be accepted and approved by an NBO Supervisor before it will be created. NBO reserves the right to set aside one ticket per event for each of its box office student staff members to purchase.

Ticket Rep (PLEASE PRINT):	Signature:	Date:
Student Treasurer:	Signature:	Date:
Staff Advisor:	Signature:	Date:
Box Office Supervisor:	Signature:	Date:

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NORRIS BOX OFFICE FEES

Basic Service –	<u>Printed at Box Office</u>	<u>Pre-printed</u>
-Event setup (A single event may consist of multiple performances.)	\$20.00 per event	\$60.00 per event
-Ticket stock:	\$.10 per ticket	N/A
Credit Card Service –	\$10.00	
One-time Event Processing Fee		
Bank fees for Visa, MasterCard, Discover, Diner’s Club, American Express and JCB Card	2.95 % + \$0.10/transaction	2.95 % + \$0.10/transaction
Refund fee	\$0.30/transaction	\$0.30/transaction
<p>Bank fees are subject to change without notice and are calculated on the total amount transacted per sponsor. All events are “No Refund/No Exchange”. However, sponsors may request exceptions on a case-by-case basis. The refund fee is applicable to full credit card refunds only. Because partial refund require manual manipulation of electronic sales records, they may not be possible. If a partial refund is possible, a refund fee of \$1.00/transaction will be added to the client’s invoice. Cash and check refunds are not performed by the Norris Box Office and must be handled by the appropriate financial/accounting office (e.g., SOFO, departmental finance area or Accounts Payable).</p>		
Vendor Service Fee Schedule for On-line Sales–		
Ticket/Registration price: \$0.00	\$0.38 per ticket	\$0.38 per ticket
\$0.01 to \$9.99	\$0.77 per ticket	\$0.77 per ticket
\$10.00 to \$19.99	\$1.54 per ticket	\$1.54 per ticket
\$20.00 and above	\$3.08 per ticket	\$3.08 per ticket
<p>The fees charged depend on the price of the ticket and are assessed for use of the on-line 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.</p>		
Optional services –		
- Attendance lists (in addition to final sales)	\$10.00	\$10.00
- Reporting access subscription (per e-mail)	\$25.00/quarter	\$25.00/quarter
- Scanner rental (per day)	\$30.00/scanner	\$30.00/scanner
<p>Rush Fee – An additional \$25.00 fee will be assessed if submitted less than 5 full business days to set up the sales event.</p>		

Meeting Notes for Event Setup/Logistics (for use by NBO Supervisor) Date: _____

Changes Record (including dates):

FOR OFFICE USE ONLY				
Date received:	Rush Fee: Yes / No	Event created by:	Date created:	Event verified by:
Invoice number:	Date invoice created:	Invoice created by:	Invoice verified by:	Submission date to A/P: