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.

	 Online ticket sales Purchaser lists w/ contact information E-ticketing 		TickeTicke	t Printing t Scanning Report Availal	pility		
SP	PONSOR/PRODUCER INFORMATION						
1)) NU Group/Dept. Name: SOFO Account: <u>2</u> <u>0</u>						
2)	NU Financials Chartstring:	EPTID			<u>ECTID</u> — —	— - ACTIVITY	
	NU Financials Account Codes: DEPOSIT (REVENUE)			/ BILLING (EXPENSE)		
	Revenue from ticket sales will be credited to account 40 credited to account 40755. Invoices for event setup, credited to account 40755.	604. Rev	enue from	registrations a	nd other items of	or activities may be	
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 Add	dress:					
EV	VENT INFORMATION						
4)	Name of the Event (Maximum 30 characters, including spaces,	fit on the ti	tle line):				
5)	Performance specifics. Performance		Daguastas	l mumban of ac	oto	Total Number	
		Requested number of seats: On Sale On Hold As Comps For Door Sal			For Door Sale	- I	
	1			<u> </u>			
	2						
	3						
	4						
	5						
6)	Additional Title or Student Group/Department Name (Maximum	24 charact	ers, including	spaces, fit on this	s 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 as "Open only to the NU community" or "Must pre NO REFUNDS and when appropriate NO EXCHANGES. Plesingle image file in jpeg or gif format, to NorrisBoxOffic	esent curre ease e-ma	ent WildCA il the desci	ARD at the door iption and any	or." The descript additional info	otion must end with rmation, such as a	

 \square Multiple (>2)

☐ **Pre-printed** (Supplied by client)

☐ E-Tickets

10) Event Website/Sponsor Contact Information:_

□ NBO Stock

 \square Regular (1 + Final Sales Report)

11) Ticket Type:

12) Reporting:

☐ **Registration** (No tickets)

☐ System Report Access (Provide e-mail address)

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13) Number of scanners	s requested for eve	ent days (used w	ith E-Tickets a	nd subject to availab	ility):	
TICKET INFORMA	ATION					
14 a) NU Target Market	b) Base Price	c) Surcharge	d) Separate	e) Ticket Limit	f) Start Date	g) Door Price
☐ Undergraduate	\$	\$	0			\$
☐ Affiliate/ Non-Degree	\$	\$	0			\$
☐ Graduate	\$	\$	_ 0			\$
□ Kellogg/ Medical/Law	\$	\$	_ 0			\$
☐ Employees	\$	\$	0			\$
□ New NU	\$	\$	0			\$
☐ General	\$	\$	0			\$
	¢	¢	0			¢
16) Payment options yo ☐ Check	End:End:	check all that apply	Begin:	End:	sterCard, AMEX	
	onsibility of the sp			nancials. We cannot		re processed
SALES INFORMAT	TION					
17) □ Yes □ No W	ill you be schedu	ling your own ti	cket sales in the	e days prior to the pe	erformance(s)?	
18) □ Yes □ No W	Vill you be selling	tickets at the do	or the day(s)/ni	ght(s) of the perform	nance(s)?	
19) □ Yes □ No H				equest form to the Oo the Cashier's Office		
The advisor and treasur received. All contracts sales. Acceptance of the sales event and the logic Desk. A form must be set aside one ticket per	associated with a his form is subject stics of the ticket accepted and appro-	n event must be to an NBO mee sales. Complete roved by an NBO	fully executed a ting with the sp ed forms should O Supervisor be	at least one business onsor representative not be sent by mail, fore it will be create	day prior to the to discuss the cr , email, or left at	start of ticket reation of the the Center
Ticket Rep (PLEASE PRINT):		Signa	ture:		Date:	
Student Treasurer:		Signa	ture:		Date:	
Staff Advisor:		Signa	ture:		Date:	
Box Office Supervisor	<u>:</u>	Signa	ture:		Date:	

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NORRIS BOX OFFICE FEES

Basic Service –		Printed at Box Office	Pre-printed
-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	g Fee	4-0000	
Bank fees for Visa, MasterCard, Discover, Diner's Club, American Express and JCB Card Refund fee		2.95 % + \$0.10/transaction	2.95 % + \$0.10/transaction
		\$0.30/transaction	\$0.30/transaction
Exchange". However, sponsor Because partial refund require of \$1.00/transaction will be according to the second se	ded to the client's invoice. Cash and check	use basis. The refund fee is applicate records, they may not be possible. It is refunds are not performed by the	ble to full credit card refunds only. If a partial refund is possible, a refund fee
Exchange". However, sponso Because partial refund require of \$1.00/transaction will be act the appropriate financial/accord	rs may request exceptions on a case-by-ca manual manipulation of electronic sales r Ided to the client's invoice. Cash and che unting office (e.g., SOFO, departmental fi	use basis. The refund fee is applicate records, they may not be possible. It is refunds are not performed by the	ble to full credit card refunds only. If a partial refund is possible, a refund fee
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Exchange". However, sponso Because partial refund require of \$1.00/transaction will be act the appropriate financial/according Vendor Service Fee Sci	rs may request exceptions on a case-by-ca manual manipulation of electronic sales r Ided to the client's invoice. Cash and chea anting office (e.g., SOFO, departmental final hedule for On-line Sales— \$0.00 \$0.01 to \$10.00	use basis. The refund fee is applicate ecords, they may not be possible. It is refunds are not performed by the nance area or Accounts Payable).	ble to full credit card refunds only. If a partial refund is possible, a refund fee e Norris Box Office and must be handled by
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Exchange". However, sponso Because partial refund require of \$1.00/transaction will be active appropriate financial/accord vendor Service Fee Sc. Ticket/Registration price: The fees charged depend on regardless of whether a pure Optional services —	rs may request exceptions on a case-by-camanual manipulation of electronic sales relided to the client's invoice. Cash and cheat inting office (e.g., SOFO, departmental file the dule for On-line Sales—\$0.00 \$0.01 to \$10.00 \$10.01 to \$19.99 \$20.00 and above the price of the ticket and are assessed the electronic sales.	see basis. The refund fee is applicate ecords, they may not be possible. Extremely a possible extremely a possible extremely and the possible. The second of the possible extremely and the possible extremely application of the second of of the se	solution ble to full credit card refunds only. If a partial refund is possible, a refund fee e Norris Box Office and must be handled b \$0.35 per ticket \$0.65 per ticket \$1.30 per ticket \$2.50 per ticket ad function. Fees are applicable experformed on the same vendor system.

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

Meeting Notes for Event Setup/	Logistics (for use by	y NBO Supervisor)	Date:	
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Changes Record (including dates):

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