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:
- Online ticket sales
- Ticket Scanning
- Purchaser lists w/ contact information
- 24/7 Report Availability
- E-tickets

SPONSOR/PRODUCER INFORMATION

1) NU Group/Dept. Name: ____________________________ SOFO Account: 2 0 __ ___ - ___ __ __.

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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Day and Date</th>
<th>Time</th>
<th>On Sale</th>
<th>On Hold</th>
<th>As Comps</th>
<th>For Door Sale of Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

1 of 3

Rev. Aug. 2018/fhz
Norris Box Office

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

☐ Undergraduate $________ $________ ○   _______ _______ $________

☐ Affiliate/Non-Degree $________ $________ ○   _______ _______ $________

☐ Graduate $________ $________ ○   _______ _______ $________

☐ Kellogg/Medical/Law $________ $________ ○   _______ _______ $________

☐ Employees $________ $________ ○   _______ _______ $________

☐ New NU $________ $________ ○   _______ _______ $________

☐ General $________ $________ ○   _______ _______ $________

☐ $________ $________ ○   _______ _______ $________

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):

☐ Online sales Begin: _________ End: _________

☐ Norris Center Desk in-person sales Begin: _________ End: _________

16) Payment options you wish to accept (check all that apply):

☐ Check Fees associated with returned checks are solely the responsibility of the sponsor.

☐ 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.

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.

<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>

2 of 3

Rev. Aug. 2018/fhz
NORRIS BOX OFFICE FEES

**Basic Service** –
- Event setup (A single event may consist of multiple performances.)
  - Printed at Box Office: $17.00 per event
  - Pre-printed: $60.00 per event
- Ticket stock:
  - Printed at Box Office: $.10 per ticket
  - Pre-printed: N/A

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

Bank fees for Visa, MasterCard, Discover, Diner’s Club, American Express and JCB Card
- 2.75% + $0.10/transaction

Refund fee
- $0.30/transaction

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., SOPO, departmental finance area or Accounts Payable).

**Vendor Service Fee Schedule for On-line Sales** –

<table>
<thead>
<tr>
<th>Ticket/Registration price</th>
<th>On-line</th>
<th>In person</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.25 per ticket</td>
<td>$0.25 per ticket</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 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.

**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 full business days to set up the sales event.

**Meeting Notes for Event Setup/Logistics** (for use by NBO Supervisor)

**Changes Record** (including dates):

---

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date received:</th>
<th>Rush Fee:</th>
<th>Event created by:</th>
<th>Date created:</th>
<th>Event verified by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes / No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice number:</th>
<th>Date invoice created:</th>
<th>Invoice created by:</th>
<th>Invoice verified by:</th>
<th>Submission date to A/P:</th>
</tr>
</thead>
</table>