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. Please send a description of your event, images and promotional videos for our monitor to NorrisBoxOffice@northwestern.edu. For online sales, E-Ticketing, ticket scanning, and on-demand reporting, please use the Request to Sell Tickets at NBO (Long Form) for the ticketing website.

**When to use this form:**
- Ticket printing only (no sales)
- Sales limited to the Norris Center Desk or the sponsor.

**SPONSOR/PRODUCER INFORMATION**

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

2) NU Financials Chartstring: ____________________________

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPTID</th>
<th>PROJECTID</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOSIT (REVENUE)</td>
<td>2060</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>BILLING (EXPENSE)</td>
<td>2075</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

NU Financials Account Codes: DEPOSIT (REVENUE) 2 0 6 0 / BILLING (EXPENSE) 2 0 7 5.

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>Performance</th>
<th>Requested number of seats:</th>
<th>Total Number of Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Day and Date</td>
<td>Time</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</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: ______

**SALES INFORMATION**

9) Sale Dates:
   - Norris Center Desk sales (in-person only) Begin date and time: __________ End date and time: __________
   - Ticket printing only Requested delivery date/time ($0.00 tickets only): __________

10) Payment options you wish to accept (check all that apply):
   - Cash
   - 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.**
Norris Box Office

11)  a) Target Market  
ob) Price  
c) Ticket Limit/ID  
d) ID Limit  
e) Door Price

☐ NU Undergraduate $________  ________  ________  $________

☐ NU Graduate $________  ________  ________  $________

☐ NU Employees $________  ________  ________  $________

☐ General $________  ________  ________  $________

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 for door sales are transferred to the Cashier’s Office by 2:00PM on the day of performance.

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:

Norris Box Office Supervisor:
Signature:
Date:

NORRIS BOX OFFICE FEES

<table>
<thead>
<tr>
<th>Basic Service –</th>
<th>Printed at Box Office</th>
<th>Pre-printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event setup (A single event may consist of multiple performances.)</td>
<td>$17.00 per event</td>
<td>$60.00 per event</td>
</tr>
<tr>
<td>Ticket stock:</td>
<td>$.10 per ticket</td>
<td>N/A</td>
</tr>
</tbody>
</table>

| 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 | 2.75% + $0.10/transaction |
| Refund fee | $0.30/transaction | $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., SOFO, departmental finance area or Accounts Payable).

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