



# Tufts University – Office for Campus Life Ticket Sales Contract

Date of Contract: \_\_\_\_\_

Dept ID: 

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**Contact Information**

Name of Student Organization: \_\_\_\_\_

Student Organization Contact: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Location: \_\_\_\_\_

\*Event Contact E-mail/Website: \_\_\_\_\_

\*This contact information will be posted on-line for students to contact your group directly regarding event information.

**Ticket Sales**

Ticket Sales Start Date: \_\_\_\_\_

Ticket Sales Stop Date: \_\_\_\_\_

# Tickets to be sold: \_\_\_\_\_ Ticket Pricing: \_\_\_\_\_

Ticket Sold (check):  Information Booth     TuftsTickets On-line\*     Booth & On-line\*

\*Note: Each TuftsTickets credit card transaction will charge a \$1.50 convenience fee to the purchaser. Higher fee for higher ticket price.

Ticket Sold to (check):  Tufts Students     General Public     Faculty/Staff

Special Arrangements: \_\_\_\_\_

Additional Information to be printed on ticket: \_\_\_\_\_

\*Ticket automatically includes name of event, date, time and location

Description of Event: \_\_\_\_\_

<b>OFFICE USE</b>	Booth Proceeds: \$ _____
# of Tickets Sold at Booth: _____	On-line Proceeds: \$ _____
# of Tickets Sold at Door: _____	Ticket Sales Charge: \$ _____
# of Tickets Sold On-line: _____	Total Transfer: \$ _____
OCL Approval: _____	Date: _____

A Ticket Sales Contract must be filled out and submitted to OCL, at least one week (to the day) in advance of the ticket sales start date for approval, scheduling, and pricing. Contracts submitted less than one week in advance will be subject to a \$25 late fee.