Wilson Commons Ticket Sales offers several options for tickets for your groups’ events on campus. Using the website rochester.universitytickets.com, you and your customers can see your event online, read information about the event, and order online tickets. Tickets can be sold online and at the Common Market for UR students, alumni, faculty, and the general public. All online tickets are will call only. Off-campus event tickets are not permitted except for programs approved by WCSA.

**All ticket event forms must be submitted at least 3 business days before the tickets are to go on sale.**

Forms must be filled out completely and signed by the group advisor before being turned in. Income and fee account numbers must be provided on pg. 3 if you are not a student group. Pre-printed ticket pick-up arrangements must be made with the box office manager when this form is turned in.

**SERVICE FEES FOR MARKET & ONLINE SALES:**

<table>
<thead>
<tr>
<th>Event and Ticket Fees</th>
<th>University Recognized Undergraduate Groups</th>
<th>University Recognized Graduate Groups</th>
<th>University Department Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Market</td>
<td>$10</td>
<td>$15</td>
<td>$35</td>
</tr>
<tr>
<td>Online</td>
<td>$15</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Off-the-Stack</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Pre-Prints ONLY</td>
<td>$10</td>
<td>$10</td>
<td>$25</td>
</tr>
<tr>
<td>Price per ticket printed</td>
<td>$.18</td>
<td>$.18</td>
<td>$.22</td>
</tr>
</tbody>
</table>

Multiple event times require an event fee for each event time.

**ONLINE SERVICE FEE:** All customers purchasing tickets online will be charged an online service fee: $4 for student tickets, $6 for UR staff and general public tickets.

Event Coordinator Name: ____________________________________________

Email: __________________________________________________________

Business Manager Name: ____________________________________________

Email: __________________________________________________________

Advisor Signature: ______________________________________________  Date: ____________

Revised 1/31/17
WILSON COMMONS TICKET SALES
Dave Graupman, Box Office Manager
david.graupman@rochester.edu
Wilson Commons Room 102 585-275-2988

EVENT DATE: _____/_____/_____
EVENT TIME: _____:____ AM PM (circle one)

EVENT NAME

EVENT LOCATION

GROUP HOSTING EVENT: ________________________________________________

EVENT INFORMATION: Include any additional information that you would like displayed on the website, such as tickets being available at the door, performers, special guests, transportation, etc. There is no need to include date, time, location, or price information, as that will be automatically displayed alongside your description. If you need to upload a flyer or event posters, please e-mail it to Dave Graupman at david.graupman@rochester.edu. Word documents with the description of the event may be emailed to the above email for posting to the website as well. Pre-printed only events and off-the-stack ticket sales events will not be able to be viewed online.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Special Event Busing provided? Yes No (circle one) P/U_______ @______ Return_______
Declinable Event? Yes No (circle one) If YES, please provide a copy or e-mail to david.graupman@rochester.edu
Sign Up Sheet Required? Yes No (circle one) If YES, please fill out information on next page.
Pre-printed or Comp tickets needed? Yes No (circle one)

Ticket Prices:

<table>
<thead>
<tr>
<th>Ticket type:</th>
<th>UR Student</th>
<th>UR Faculty/staff/grad/alumni</th>
<th>General Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Max per customer:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/time on-sale:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Online Tickets Desired? Yes No (circle one) Date/time online sales end: _____________
WILSON COMMONS TICKET SALES
Dave Graupman, Box Office Manager
david.graupman@rochester.edu
Wilson Commons Room 102 585-275-2988

EVENT NAME: ____________________________  EVENT DATE: __/__/___

Pre-Printed and Comp Ticket Event Information:

<table>
<thead>
<tr>
<th>Ticket type:</th>
<th>UR Student</th>
<th>UR Fac/staff/grad/alum</th>
<th>General Public</th>
<th>Comps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Picked up by: ____________________________  Date & time: ____________________
Signature (sign when picking up tickets): ____________________________________

Additional instructions (not for website):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

EVENT SETTLEMENT INFORMATION - OFFICE USE ONLY

Event Sponsor: __________________________

Ticketing Fees
Online event fee: $____ + Online ticket qty: _____ x $0.18/0.22 = $_____ = Online ticket fees: $_____
Market event fee: $____ + Printed ticket qty: _____ x $0.18/0.22 = $_____ = Printed ticket fees: $_____
* Total ticket fees: $_____  

Income transferred from Common Market sales: $____________
Income transferred from 312 requisitions: $____________
Income transferred from online sales: $____________
Other income transferred: $____________
Total ticket fees (from * above) $ (___________)
TOTAL TRANSFERRED (income minus fees) $____________

Tickets sold by type:
UR Student: ______
UR G/F/S/A: ______
General public: ______

Revised 1/31/17