



DOBBS UNIVERSITY CENTER

D.U.C. PROGRAMMING

TICKET DESK

Ticket Distribution Agreement

Return form to Victoria Hanson, DUC 222E

The DUC Ticket Desk will distribute/sell tickets to events sponsored by Emory Organizations/Departments. If tickets are free to students and faculty/staff there will be no charge to distribute tickets.

If any money is collected for the tickets by the DUC Ticket Desk there will be a nominal fee of \$25 charged to the department.

Event Name: _____

Event Location: _____

Event Date: _____ Event Time: _____

SPONSORING ORGANIZATION: _____

CONTACT NAME AND PHONE NUMBER: _____

ADVISOR NAME AND PHONE NUMBER: _____

TICKET INFORMATION

Please bundle all tickets to be sold in groups of 50.

Date ticket sales begin: _____

Date ticket sales end: _____

Tickets received by Ticket Desk: _____

Tickets returned by Ticket Desk: _____

Student _____ Fac./Staff _____ General _____

Student _____ Fac./Staff _____ General _____

Received by: _____

Returned by: _____

Tickets per ID: _____

Admission fee: *(if applicable)* Student: \$ _____

Faculty/Staff : \$ _____

General: \$ _____

SmartKey acct #: _____
(for ticket proceeds)

Total proceeds to be transferred: \$ _____
(minus \$25 handling fee if applicable)