

Dobbs University Center Ticket Desk

Ticket Distribution Agreement

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

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: \$____

FAS account for ticket proceeds: _____

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