Ticket Crew Request Form Instructions

- This form must be filled out by both the Requesting Organization and a Student Activities Adviser.

- Ticket Crew requests **must be submitted at least 2 weeks prior** to the event date. **Ticket Crew may not be available for Ticket Crew requests submitted with less than 2 weeks notice.**

- Ticket Crews are charged at the rate of $20/hour to the requesting organization. There is a minimum reservation of 2 staff members for 2 hours. **HUB Event Services will add transport and preparation time as needed.**

- Payment is expected in advance. If payment is not received in advance, charges will be deducted from Ticket Revenue.

- For sales conducted by HUB Ticket Crew, cash funds are deposited directly and the University will issue a check for the amount collected to the requesting organization approximately 4 weeks following the event.

Ticket Crews are a service of HUB Event Services.

For questions, call 206-543-8191 or email hubres@uw.edu.
Event Information to be completed by Requesting Organization

Name of Organization __________________________________________________________
Contact ___________________ Phone ________ E-mail __________________________
Street Address ____________________________ City/State/Zip ________________
Event Title ________________________________________________________________
Event Description __________________________________________________________
Event Date _________ Estimated Attendance _______ Location __________________
Event Begins ___________ Event Ends ________________ Doors Open ______________
Payment Method: □ Check/Cash (tax applied) □ From Ticket Revenue
□ ASUW/GPSS Authorization □ Budget #__________
Funds collected paid to: ____________________________________________________

For sales conducted by HUB Ticket Crew, cash funds are deposited directly & the university will issue a check for the amount collected to the requesting organization approximately 4 weeks after the event.

Staffing Request to be completed by your Student Activity Adviser

Advanced Ticket Sales □ Yes □ No Location ______________
Open to General Public with UUF Approval? □ Yes □ No

□ Ticket Sellers # ___________ Ticket Sales Begin _______ Ticket Sales End _______
Minimum 2 sellers for 2 hours
Ticket Prices: Students _______ General _______ Other (Please describe) __________
Tickets Provided by □ Group □ By George Ticket Office

Group must deliver all tickets to HUB Event Services one (1) full working day prior to event
Guest List? □ Yes □ No Will Call? □ Yes □ No
(Please turn in an alphabetized Guest & Will Call list one (1) full working day before your event to HUB 117)
Notes/Instructions: __________________________________________________________________________

*Events requiring large cash banks may need police escorts*

□ Ticket Takers/ID Checkers # ____________
Minimum 2 ticket takers for 2 hours
Admission Begins _________________ Admission Ends ______________________
Notes/Instructions: __________________________________________________________________________

___________________________________________________________
Student Activities Adviser Date Submitted Organization Representative Date Submitted

□ Check if submitted with less than 2 weeks notice.
If submitted with less than 2 weeks notice, I understand that ticket crew may not available.

*Please be advised additional charges may apply.