

# Office of Student Development Student Organization Ticket Sales Contract

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

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

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

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

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

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

Ticket Price: \_\_\_\_\_ with Iona ID

Ticket Price: \_\_\_\_\_ with college ID

Ticket Price: \_\_\_\_\_ Public

Special Arrangements:

**Contract Approval:**

Assistant Director of Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Development \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>OFFICE USE:</b> 1<sup>st</sup> Ticket No.: _____ Last Ticket No.: _____ Total No.: _____ <b>Revenue</b> # of Tickets Sold in OSD: _____ # of Tickets sold at Door: _____ Total Proceeds: \$ _____ Ticket Sales Charge: \$ _____ Total Transfer: \$ _____</p>
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**Ticket Sales Policy:**

- All registered student organizations MUST sell tickets through the Office of Student Development for registered events.
- **Do not advertise that tickets will be on sale in the OSD until you have provided the OSD with tickets, policies, and a description of the event. Additionally you must sign-off on this ticket sales contract.**
- The OSD staff will check for Iona ID prior to the sale of tickets unless otherwise instructed on the contract. Tickets may not be made available to the general public without the approval of the Director of Student Development.
- The Office of Student Development reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.
- The ticket sales must be reconciled 24 hours after the ticket sales end date.
- Any questions should be directed to the Office of Student Development staff at 914.633.2360.