

# The Hub Ticket Sales Form

For student organization use only. Please submit to the Program Advising Center by your established deadline (at least 2 weeks prior to your event).

Name of Requestor: \_\_\_\_\_

Email of Requestor: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

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

Event Advisor: \_\_\_\_\_

Event Advisor Phone: \_\_\_\_\_

Event Advisor Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Location (already reserved): \_\_\_\_\_

Meeting location (if applicable): \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

Ticket Amount (if applicable): \_\_\_\_\_

Ticket Sales Begin: \_\_\_\_\_ Ticket Sales End: \_\_\_\_\_

Number of tickets to go on sale (please minus any comps): \_\_\_\_\_

## Please attach the following documents to this form:

- Ticket Roster (to record name, ID #, email and ticket # of each ticket buyer—sample provided)
- Actual tickets being sold (these need to be numbered)
- Travel release with info filled in (one copy only)
- Copy of any contracts for the event (signed)
- Copy of advisor consent form
- Directions to event/Flyers about the event/additional info about event
- Any specific directions about ticket sales (exceptions, timelines, etc.)
- Comp ticket list (on page 2)

Club Advisor's Signature: \_\_\_\_\_

## Comp Ticket list

The following people should receive a “comp” ticket to the event. They can pick up their ticket and fill out a travel release form with Kristen Gleason in the Student Activities Office prior to the event.

Name	Ticket #
1. Advisor 1: _____	_____
2. Advisor 2: _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____





SUFFOLK UNIVERSITY

TRAVEL AND CONFERENCE RELEASE OF CLAIMS FORM

In order to attend \_\_\_\_\_

on \_\_\_\_\_ the undersigned student makes the following agreement:

The student recognizes that there may be risks involved in attending and traveling to the event. The nature of the risks may not always be readily ascertainable. Suffolk University is not prepared to analyze or make judgement of these risks for the students, nor is Suffolk University financially able to assume liability or legal responsibility for any damages suffered by a student arising out of any activities at the event.

In addition, the University's general liability policy covers only employees of the University and does not extend to students. Therefore, students are wholly responsible for their own actions and realize that the University will not provide coverage for any damage they may cause to others.

The student hereby releases, disclaims, and exonerates Suffolk University from any and all liability for any and all injuries, losses, damages, or other adverse consequences arising directly or indirectly from participation in said trip, regardless of the source or nature of the cause thereof.

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Zip: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Ticket(s) No: \_\_\_\_\_

Emergency Contacts: \_\_\_\_\_

Relationship: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

Allergies/Special Needs: \_\_\_\_\_

Signature (Parent or Guardian if student is under 18): \_\_\_\_\_

Hub signature \_\_\_\_\_ Ticket #: \_\_\_\_\_