

Student Center: CENtix Ticket Order Form

Please allow 10 business days for tickets to be available for sale. Client(s) providing a list of names must submit form & list 14 business days in advance.

Reservation #: _____ Event Name: _____

Event Date(s): _____ Event Time Start & End: _____

Location of Event: _____ # Of Tickets Available: _____

Sales at the door (time): _____ Date tickets should go on sale: _____
Date sale should end: _____

Bus Trips: Place and time of departure: _____

Sponsoring Organization/Account#: _____

Person Placing Order (please print): _____

Signature of Above Named: _____ Tel. #: _____

Person we can contact regarding more details on the event

Name: _____ Tel. #: _____

Student Activities Advisor Signature: _____ Tel. #: _____

Ticket Types

(All tickets will have processing fees dependent upon the type of ticket sale or type of purchase.)
Note: Student payroll for all satellite shifts will be charged to the sponsoring organization.

1) General Admission: OR Reserved Seating:

2) Do you want the tickets sold online? Yes No

3) Select the type of tickets that will be used for your event. If the desired description is not listed add the appropriate description next to 'Other'. Please check below if fees are paid by the Patron, or the Sponsoring Organization.

Type of Ticket

| | | | |
|--|----------|--------------------------|------------------|
| <input type="checkbox"/> Student | \$ _____ | Sponsoring Org Pays Fees | Patron Pays Fees |
| <input type="checkbox"/> Faculty/Staff | \$ _____ | Convenience Fees \$.50 | |
| <input type="checkbox"/> Guest | \$ _____ | Credit Card Fees \$.50 | |
| <input type="checkbox"/> Other _____ | \$ _____ | Processing Fees \$1.25 | |

Criteria for Ticket Sales

Number of tickets per CCSU student ID: _____ Show CCSU Blue Chip I.D.: **Yes** **No**

Price includes: _____

Other: (E.g., are tickets available to the general campus community?)

Brief Description of Event

(Do you have an organization or event logo you would like noted on the web box office?)
(Please attach any event related flyers if available, this information is for patrons)

Important: Email your form to Tiffany Moffo Simpson at moffot@ccsu.edu or stop by her office in Student Center Room 116.
A Box Office Supervisor will contact your organization to review your details.

Visit our Website: <http://stdctr.ccsu.edu>
(Download additional CENTix forms)

FOR OFFICE USE ONLY

ShoWare Event Set-Up

Name of Event: _____ Date(s): _____

Student Center Staff: _____

Performance Code(s): _____

Modification Date(s): _____

Distributed copies
to Info Desk

Tiffany

Kathy

Debbie

Grad Intern

Operations
Manager