

**Alumni Memorial Union
Guidelines for MUSG and Student Organization
Ticket Sales**

1. All requests for tickets that are to be sold in the Brooks Lounge should be submitted to Annette Conrad in, AMU 245 (x87202), on a Brooks Lounge Ticket Sales Information Sheet at least **one (1) week prior to the start of the sale date**. The tickets and/or waivers should be given to Annette at least three (3) days prior to the start of the sale date.
2. Any flyer, announcement or publicity should be included with your request and will be displayed in the Brooks Lounge.
3. Are waivers necessary?
Waivers must be provided by commissioner! (Request for waivers should be made at least two (2) weeks in advance of event date.)
 - a. MUSG should contact Corey Lansing in Student Development.
 - b. Student Organizations should contact Pam Peters in Student Development.
4. All tickets are to be numbered and in consecutive order.
5. Monies collected from the sale of tickets should be picked up from Linda Lee, AMU 213 the day following the last sale date. Other arrangements can be made by calling Linda Lee, Financial Services Analyst, at 288-0628.
6. The Brooks Lounge Ticket Sales Information Sheet must be completed by the individual commissioner or student organization representative who is responsible for the program that tickets are being used. **Requests must be submitted at least 1 (one) week prior to the start of the sale date.**
7. **All MUSG concert tickets must be professionally ordered. Contact Annette Conrad, AMU 245, 288-7202 at least two (2) weeks prior to the start of ticket sales.**
8. Tickets will be available for purchase during Brooks Lounge operating hours, Monday - Friday from 12:00 noon to 11:00 p.m. and weekends from 2:00 p.m. to 11:00 p.m. Exceptions can be made to these hours, please contact Linda Lee for special arrangements at least two weeks prior to the start of the sale date.

Information which should be on the ticket:

- name of event
- date of event
- time of event
- location of event
- cost (with mu id, public)
- what time doors open
- ticket number (may have to be numbered by hand)
- **hand made tickets should have the approval stamp from the Office of Student Development**
- sponsor (MUSG, Student Organization, co-sponsorship)
- if buses are being used, location and time of pick-up
- if applicable, 18 and older should be printed on the ticket (concert tickets)

**Alumni Memorial Union
Brooks Lounge Ticket Sales
Information Sheet**

Organization _____ Date _____

Contact Name _____

Phone Number _____ Email address _____

EVENT NAME _____

EVENT DATE _____

Sale Dates: from _____ to _____

Ticket Price: with MUID \$ _____

Public \$ _____

Do you have to be 18 or older to purchase tickets yes no

How many tickets can each individual purchase _____

Are you willing to make exceptions for RA's to the number of tickets that may be purchased? yes no

Should waivers be distributed to individuals? (Request for waivers should be made at least two (2) weeks in advance of event date. Contact Corey Lansing for additional information.) yes no

Do waivers need to be signed and left with Union Station at time of ticket purchase? yes no

Other: _____

Brooks Lounge Ticket Sales Information Sheet should be submitted to Annette Conrad, Associate Director of the Alumni Memorial Union, AMU 245 (87202) at least one (1) week prior to the beginning of ticket sales. The tickets and/or waivers should be given to Annette at least three (3) days prior to the start of the sale date.

FOR OFFICE USE ONLY

Date request received _____

Sale approved by _____ Date _____

Copy of advertisement given to AMU Information Desk _____ Date _____

No. of tickets sold _____

Ticket sales \$ _____

Funds received by _____ Date _____