

Juniata College Info Desk Ticket Sales Form

For student organization use only. Please submit form & numbered tickets to Stephanie Meyers at the Information Desk by your established deadline (at least 2 weeks prior to your event).

CONTACT INFORMATION

CLUB/ORGANIZATION NAME: _____

CONTACT NAME: _____

PHONE: _____ JUNIATA E-MAIL: _____

ADVISOR NAME: _____ ADVISOR E-MAIL: _____

EVENT INFORMATION

DAY AND DATE OF EVENT: _____

TIME OF EVENT: _____ TIME DOORS OPEN: _____

NAME OF EVENT: _____

EVENT LOCATION: _____

TICKET AMOUNT: _____

JC STUDENT: _____ ADULT: _____ YOUTH/SENIOR: _____

TICKET SALES BEGIN: _____ TICKET SALES END: _____

IS EVENT OPEN TO PUBLIC: YES NO

NUMBER OF TICKETS TO GO ON SALE: _____

TICKET NUMBERS FOR INFO DESK:

STARTING NUMBER: _____ ENDING NUMBER: _____

ARE REFUNDS ALLOWED IF THEY DECIDE NOT TO GO BEFORE EVENT: YES NO

ARE REFUNDS ALLOWED IF THE EVENT IS CANCELED: YES NO

We, _____ & _____ (club President & Treasurer) understand by having the Information Desk employee sell the tickets they are not held liable for any discrepancy between cash and tickets. The Information Desk employees will have upmost honesty, but mistakes could be possible. The information desk staff will count the cash at the end of their shift and verify against ticket number sales. Also, the Information Desk is not responsible to be the sole seller of the event tickets. We understand we will need to sell the tickets additionally at the Ellis Lobby Tables.

President Signature: _____

Treasurer Signature: _____

Date: _____

Date Received by Stephanie Meyers _____

PROCEDURE TO GET TICKETS PRINTED

Tickets will need to be printed at the Print Shop on campus. You will need to create a work order which is found on the arch under campus services- print shop. Below are the steps.

- **Create a word document of your tickets and save as a pdf file. You only need to create one sheet of tickets. You will request the number of sheets you need during your work order.**
- **Save this file to the print shop drop box. To save to drop box- save as- P drive>Administration>Print Shop>Drop Box and name your file to make it easy for the print shop to find.**
- **Go to your arch, campus services, print shop. On the left click work order and then on top of form submit a job.**
- **Complete the top information. The Job Type would be copy/print. In the filename is where you will put the title of your project when you saved it in the dropbox folder.**
- **Complete the rest of the information. To make the tickets studier, please select cardstock under paper type 1**
- **Once you complete all of your information, click submit and you are done.**

If you are having issues, you may stop in at the office for help, or you may contact the Print Shop at 814-641-3327

TICKET SALES REPORT FOR INFORMATION DESK

INSTRUCTIONS for completing this form:

Section One should be completed and signed by an officer and Stephanie Meyers the day the tickets are dropped off at the information desk. Section Two is to be completed and signed by the same individuals at the conclusion of the sales events. When completed, the original will be retained by the Information Desk and a copy by the treasurer and filed in the organization treasurer's binder.

Name of Organization	Account No.	Date of Event
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Section 1 Ticket Information: COMPLETE PRIOR TO SALE

TICKET NUMBERS	QUANTITY	PRICE	TOTAL VALUE
TOTAL VALUE OF TICKETS			(A) \$ _____

The beginning ticket has been counted and verified by the officer and member named below.

Student organization officer	Phone	Date
Info Desk Staff	Phone	Date

Section 2 Sales Reconciliation: COMPLETE AT CONCLUSION OF SALE

UNSOLD TICKETS NUMBER	QUANTITY	PRICE	TOTAL VALUE
TOTAL VALUE OF TICKETS			(B) \$ _____
TOTAL TICKET SALES LINE 1- LINE B= LINE C			(c) \$ _____

TOTAL NUMBER TICKETS GIVEN BACK TO CLUB _____

TOTAL DEPOSIT GIVEN BACK TO CLUB \$ _____

The ticket count and cash have been reviewed and verified by the officers and Stephanie named below.

Student organization officer	Phone	Date
Info Desk Staff	Phone	Date