TICKETING REQUEST FORM

date ___________________________
date of the event _______________________

Event info
Event Name ___________________________
Location ___________________________ capacity ___________________________
sponsoring organization/group ___________________________
date(s) of event ___________________________ start time ______ end time ______

Contact info
A.R. or C.C. # ___________________________
(event coordinator must submit verification email for accounts receivable, cost center, or check)

Event Coordinator ___________________________ phone # ___________________________
Faculty Advisor ___________________________ phone # ___________________________
Email(s) ___________________________________________

Ticket Pricing
NIU students ___________________________ performers ___________________________
non-niu students ___________________________ performer guests ___________________________
NIU alumni ___________________________ org. Members ___________________________

Would you like fees added to the price?
You must set up a time with an EPS ticket sales representative to discuss details about the event. You can make an appointment by phone or in-person in the EPS office. Please turn in this form when you set up the appointment.

Approved by (EPS) ___________________________
date ___________________________

Ticket Sales
All ticket sale will be online only at niutickets.com NIU students may bring one guest each. Alumni can also purchase tickets. Anyone who buys a ticket may bring a printed copy or show a copy on a smartphone at the event. Students must bring their OneCard. Student guests must have a college ID. Alumni and alumni guests must have a state ID.

Administrative fee $35

Online Convenience Fees
Your group has the option to pay for all the convenience fees associated with the online price of the ticket.

Any ticket $9.99 or less would have a fee of $.85 plus 8% of the price of the ticket.

Any ticket from $10—$19.99 would have a fee of $1.35 plus 8% of the price of the ticket.

Any ticket $20 and above would have a fee of $2.35 plus 8% of the ticket price.
Social Events Policy

NIU students will not be allowed into the event without submitting their NIU Onecard.

NIU students are allowed to bring one guest. The guest must be enrolled at another college or university. The guest must provide their College and State ID in order to be admitted into the event.

NIU students are held responsible and will be held accountable for their guest’s actions.

NIU students must be with their guests at all times

Performers are allowed four non–student guests. Performer’s guests must present a form of picture ID.

NIU alumni are allowed to bring one non–student guest.

Anyone under the age of 18 will not be allowed into the sales event.

The complete NIU Social Policy can be found at http://niu.edu/studentinvolvement/organizations