



University of Houston-Downtown

Event Request Form

General Information

Event Title *

Simple Event Description

Give it some spin, some zest... make it compelling. This description is displayed at the top of every page that your patrons see when they click to order online. **It is recommended that you do not** include pricing, event dates, venue information, or other lengthy details as most of this information is found elsewhere in the order window or should be listed on your website.

Event Description *

Venue *

Specify venue where your event will be held.

In-Person Sales Open (Ticket Agent Point-of-Sale) *

When do you want tickets to be available for your ticket agents?

Website Sales Open (TicketLine Website Sales) *

When do you want tickets available for sale from your website?

Event Access Code (optional)

You may require agents and/or patrons to enter a special access code in order to purchase tickets. You can also control pre-sale phases before the General Sales starts. Event Access Codes will override any general on sale setting. If you would like to add an Event Access Code please provide name, code, and custom message (optional).

Name:
Code:
Custom message (optional):

Ticket Delivery Options *

Select delivery options. Will Call requires patron to present a printed order confirmation for verification. Print at Home requires patron to print from their computer. Check all that apply.

<input type="checkbox"/> At Door Sale
<input type="checkbox"/> Hold at venue box office-Will Call
<input type="checkbox"/> Print at Home
Mobile Phone- Requires Scanner (Not a current option for UHD)

Coupons and Discounts (optional)

Create a coupon and offer discounts to patrons. If applicable, you'll be able to restrict coupon by start/expiry date, ticket types, sections, event dates, and number of uses. To add coupon please provide information.

Coupon Code and Description:		
How to apply coupon:		Number of Uses:
Discount Type:	Amt of Discount:	% of Discount:

Miscellaneous Line Item (optional)

You may charge patrons additional fees by creating a line item charge such as "Facility Fee" or "Online Service Fee". Line items may be included in the ticket face value (see above) or displayed separately on patron's order. Please specify the line item name, description, amount of additional fee, and if the fee would be applicable for \$0.00 ticket orders.

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Donations (optional)

You may appeal for a donation from your patrons while they are purchasing tickets from your website and/or your box office. Patrons can donate any amount they desire by adding it to their ticket order

Donation Name	Donation Description

Inventory

General Admission Inventory *

This is the number of tickets available for each event date.

(Please include any additional dates in the body of the e-mail)

Event date (ranges)	How many tickets available?
	<input type="checkbox"/> All events same qty

Ticket Limit per Patron

You may limit the number of tickets a patron can purchase for a given event date. If you would like to limit number of tickets a patron can purchase please specify unlimited or number of limited amount.

Presentation

View Options

How would you like event dates to be displayed in the TicketLine order window?

Event Image (optional)

You may provide an event image that will display throughout the Vendini system when the event is promoted. **Please upload the image in to the e-mail with event request form.**

Conditions of Sale and Policies (optional)

You may customize the conditions of sale and policies for this event. This information will appear on all order confirmations and receipts. Otherwise, standard policy "ALL SALES ARE FINAL NO REFUNDS OR EXCHANGES" will apply. Please provide customized conditions of Sale and Policies if desired.

Customized Conditions of Sale and Policies

Standard Policy:

Policy:

ALL SALES ARE FINAL. No refunds or exchanges. In the event of a cancellation for which there is no rescheduled date, a refund for this ticket may be issued at the option of the management.

Conditions of Sale:

NO REFUNDS OR EXCHANGES. YOU ASSUME ALL RISK AND DANGER INCIDENTAL TO THE GAME, EXHIBITION, EVENT, OR PERFORMANCE WHETHER OCCURRING PRIOR TO, DURING, OR AFTER SAID SHOW. YOU ASSUME ALL RISK AND DANGER...

Ticket Template (optional)

You may customize fields on your Print at Home tickets for this event.

Ticket Header Line 1:

Ticket Header Line 2:

Ticket Footer Line 1:

Ticket Footer Line 2: