



### Digital Display Information

The Ticket Office offers clients the ability to submit an advertisement to be run on the digital displays in front of the Ticket Office free of charge available to advertise. Only advertisements for events currently on sale at the Ticket Office can be displayed.

Do you want to utilize the digital display?  Yes  No Dates of Advertisements: \_\_\_\_\_

#### Submission guidelines:

- Files must be less than 5 MB in either a png or jpg/jpeg format. No PDFs accepted. Images must be EXACTLY 1920x1080 pixels
- Submissions must include: date of event, time of event, location of event, name of event, name of sponsoring org/department and, ticket prices.

**Submit digital display images to: [squirestickets@vt.edu](mailto:squirestickets@vt.edu)**

*NOTE: No posters will be accepted for posting at the Ticket Office. Permission for the general distribution or posting of materials in Squires Student Center will be reviewed by the Welcome Center on the first floor. Please see the Event Services Office (221 Squires Student Center) for a listing of additional campus bulletin boards*

### PARTIES RESPONSIBLE FOR CHANGES, SEAT HOLDS, COMP TICKETS

Only the following individuals may request changes, seat holds and comp tickets. Must be listed as an Authorized Contact with Event Services.

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ACCOUNTS PAYABLE INFORMATION

Name of Individual Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### TICKET SCANNER INFORMATION (IF APPLICABLE)

If you opt to have tickets scanners as an add-on to your door sales package, the sponsoring student organization/department is responsible for providing volunteers to scan tickets (Up to 4 people).

### TICKET SALES AGREEMENT

By submitting this form and my signature below, I am indicating that I have read and I understand this document and the Ticket Office Terms and Conditions. I agree to adhere to the Ticket Office Terms and Conditions, as well as, all applicable Ticket Office, Event Services, Student Engagement and Campus Life, and University Policies and Federal, State and Local Laws. My Student Organization/Department's failure to do so may result in the loss of event approval, ability to make future reservations, and/or further sanctions. I agree that all commission and fees owed to the Ticket Office will be subtracted from the total sales earned from my event and/or invoiced if the total sales is not sufficient. If applicable, I agree to the above Ticket Scanner Information.

Signature of Authorized Contact: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

TICKETING REQUEST APPROVED

TICKETING REQUEST DENIED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DOOR SALES INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Check all that apply:  Door Sales  Ticket Scanners  Single Entry  Allow Reentry