**UChicago Arts Box Office**

**Ticket Printing Request Form (Student Organizations)**

General Information

Organization:

Main Contact Name:

Email:

Phone:

Second Contact Name:

Email:

Phone:

Advisor:

Date/Time of the ticketed Event(s):

Event Venue/Space Location:

Event Title:

Ticket Prices:

*(Student/General Admission/Adult/Child etc.)*

Total number of tickets you wish to have printed:

Seat Break Down:

*(General Admission versus Reserved. If reserved, please specify a seating configuration.)*

Ticket design:

*(Is there any additional details you wish to have printed on the ticket beyond what is featured on the sample below?)*

**

University Account # to bill the charges to:

*(Full account number should be a total of 10 digits, including the 4 digit sub account number.)*