

**Event Ticket Request  
Student Activities Office  
University of Connecticut Stamford Campus**

**Contact information**

Sponsoring Organization: \_\_\_\_\_

Event Contact: \_\_\_\_\_

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

**General Information**

Program/Event Title: \_\_\_\_\_

Program location: \_\_\_\_\_

Student:      Price \_\_\_\_\_      Quantity: \_\_\_\_\_

Guest:      Price \_\_\_\_\_      Quantity: \_\_\_\_\_

**Event Details**

What is included in the ticket fee? \_\_\_\_\_

If off campus, is transportation provided?       Yes       No  
If so, what time must participants meet and where? \_\_\_\_\_

Are there any forms that must be completed prior to the event?       Yes       No  
(If yes, please include a copy)

Are the Tickets refundable should the student change his/her mind?       Yes       No  
If yes, under what conditions and what is the timeline for refunds? \_\_\_\_\_

Please describe in detail any specific information that should be included on the ticket.

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All participants must follow local, state, federal laws, all policies of venue, and the University of Connecticut. Failure to do so may result in your arrest, and/or University Sanctions. Non-Student Guests are the responsibility of their student host ***(this will appear on all tickets)***

Signature of Student Leader: \_\_\_\_\_ Date: \_\_\_\_\_