RVCSU Ticket Listing Form

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Title** | |  | | | | | |
| **Location (Including Address)** | |  | | | | | |
| **Start Date of Event** |  | **End Date of Event** | | |  | | |
| **Start Time** |  | **End Time** | | |  | | |
| **Organisation** | |  | | | | | |
| **Description (Please note this will be copy and pasted into the description)** | |  | | | | | |
| **Ticket Types** | | Name | | Price | | Quantity | |
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| **1 Per Person?** | | Yes/No | | | | | |
| **VAT Exempt?** | |  | | | | | |
| **Receipt Text *(Please note this will be copy and pasted into the receipt text)*** | |  | | | | | |
| **When would you like the tickets to be on sale?**  ***(Please note I required 14 days to put tickets on sale)*** | | **From:** |  | | **To:** | |  |
| **Any other requirements or notes? (customisations etc)** | |  | | | | | |
| **Contact Details (Name, Email and Position within Club)** | |  | | | | | |

Please note:

* Please note you will be required to cover all transaction fees (1.2%+20p/transaction) including fees relating to refunds
* 14 days minimum is required to list ticketing
* The SU is NOT responsible for communicating with your customers.
* We cannot guarantee customisations can be implemented, but please ask.
* Please email for a list of customers and we will try and respond within 24 hours
* Please attach any images/graphics you want to go with the event listing. Please note the SU Is not responsible for making these. If you would like a poster/graphics please contact [jconway7@rvc.ac.uk](mailto:jconway7@rvc.ac.uk) and I’ll see what I can do.