**TICKETING 101: SELLING YOUR EVENT TICKETS ON CAMPUS**

**SARRATT BOX OFFICE**

**TICKET SALES**
The box office is the primary ticket seller for campus events, which are put on by student organizations and campus departments. In addition to on campus sales, event tickets may be sold online through TicketWeb. Also available, are discounted tickets for RTA bus/train service, and movie vouchers for Regal Theatres. Vandy ID required.

**GUIDELINES FOR EVENT TICKETING**

- Only currently registered Vanderbilt Student Organizations & Departments, and designated campus organizations are eligible to establish ticket sales.
- Requests for ticketing can be made by filling out the ‘Request Event Ticketing’ form located on the Sarratt Box Office page in Anchor Link. Requests must be submitted by officers of the organization, or dept. representatives.
- Requests should be submitted 3-4 weeks before the event date, but **at least** 2 weeks prior to the event date. The box office may not be able to provide all services to requests submitted less than 2 weeks prior to the event, and reserves the right to decline these requests.
- In addition to being put on by an approved group, events must meet the following guidelines to qualify for ticketing services: A) The event must be held in a University facility or a venue contract must be presented in order to prove freedom in ticketing and capacity. B) The event falls under one of a combination of the following descriptions: concert, speaker, lecture, dance, benefit, and/or performance.
- Ticket sales cannot be set up to sell t-shirts, candy, food, or other items. Box office managers reserve the right to deny the ticketing setup request.

**FEES FOR TICKETING/SERVICES**

- Ticketing set up fee: Registered Student Orgs. $50, VU Departments $75
- Tickets sold through the TicketWeb website are subject to a credit card processing fee of approximately 3%.
- Event door sales is an optional service offered. The fee is $50 and includes one staff member that will sell tickets at your event for up to 2 hours. They will bring tickets, a Commodore Cash reader, and a credit card reader (optional). Additional staff and/or an extended period of time can be arranged for an additional fee.

**PAYMENT FOR SERVICES**

- A Vanderbilt University COA/POET String from Oracle, or check as payment, must be provided.
- At the conclusion of the event, the box office will transfer funds from ticket sales via internal transfer, or check in some cases. This process may take up to 4 weeks after the event date.
- Box office fees are billed to the organization.

**HOURS OF OPERATION**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Noon – 8pm</td>
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<tr>
<td>Monday – Sat</td>
<td>9am – 8pm</td>
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</tbody>
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**LOCATION**

2301 Vanderbilt Place, Sarratt Student Center, 1st Floor
Nashville, TN 37235

**CONTACT**

Phone: 615-343-3361
Email: SarrattBoxOffice@vanderbilt.edu