**Listing Tickets Online**

*This will be copied and pasted into your product description so write it as you wish it to be read.*

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| Product Title |  | | | | | | | | | | |
| Location inc address |  | | | | | | | | | | |
| Event Date |  | Start Time: |  | | | | End Time: | |  | | |
| Description including restrictions  PLEASE NOTE *this will be copied and pasted into the product description so write it as you want your customers to read it!* |  | | | | | | | | | | |
| Ticket Types – List each ticket type, price, and number available |  | | | Price |  | | | Quantity | |  | |
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| Who is the point of contact for enquiries?  Please add email address. | Rebecca Walsh ([rwalsh2@rvc.ac.uk](mailto:rwalsh2@rvc.ac.uk)) FACC President  Lucy Clarkson ([lclarkson3@rvc.ac.uk](mailto:lclarkson3@rvc.ac.uk)) FACC Treasurer | | | | | | | | | | |
| When would you like your event to be on sale?  *Please note we require 14 days notice to list items* | From: | | |  | | To: | |  | | |  |
| Receipt text (will be sent to the customers automatically) |  | | | | | | | | | | |

* Please note you will be required to cover all transaction fees (1.2%+20p/transaction) including fees relating to refunds
* On purchase customers will pay for the 12p Admin fee that is charged by our website supplier.
* The SU cannot be held responsible for communicating with your customers – this needs to be made clear in the advertising for your event/items
* All tickets are issued in an electronic format.
* Due to the electronic ticket format we do not permit customers to purchase more than one ticket per an event.
* You will be provided with a list of customers and what they have purchased in the final sales breakdown
* IF you want to have specific text
* We have very limited ability to customise the information collected at the checkout. If you require additional information from your customers we strongly recommend using Google Forms to collect this information. You will be issued with the customers’ email addresses in the sales breakdown

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| Committee Position | Email |
| President |  |
| Captain |  |
| Treasurer |  |
| Social Secretary |  |
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