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 and I’ll see what I can do.