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| **UPEI Student Union** | **Policy No.**  UPEISU16 | **Revision No.**  4 |
| **Policy Title:**  Ticket Policy | | **Page:**  1 of 3 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  February 9th, 2020 | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | **Responsibility:**  General Manager | **Approved on:** |

**Preamble**

The following are the procedures for ensuring that tickets for SU events are properly purchased, stored, and distributed in a consistent, sustainable, and fair fashion.

1. Ticket Types
   1. Online tickets: these are event tickets that will be sold online through a separate company.
   2. Physical tickets: these are event tickets that will be sold in person.
2. **Ticket Ordering**
   1. The VP Student Life is responsible to order tickets in advance of events and have tickets stamped prior to sale.
   2. Tickets will be ordered starting with ticket number 0101.
   3. The VP Student Life must complete a float request form and give to the Administrative Coordinator 3 days prior to the start of ticket sales.
3. **Ticket Distribution**
   1. It shall be the responsibility of the VP Student Life to store and distribute tickets.
   2. The VP Student Life will give tickets to the individuals who will be selling the tickets and will track the ticket numbers, date and time when tickets are given. This will require a signature by both parties.
   3. Only 100 tickets will be given at one time.
   4. Tickets for guest list will be held by the VP Student Life.
   5. Tickets that are for promotion purposes will be the responsibility of the VP Student Life for distribution.
4. **Ticket Sales**
   1. The VP Student Life will give the float and tickets to the individuals selling the tickets.
   2. Ticket sale tracking sheets will be provided with the float and require the following information;

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* + 1. event name
    2. date
    3. ticket price
    4. ticket number and
    5. signature
  1. At the end of the ticket selling period, the VP Student Life will do the ticket deposit; leaving the remaining tickets and float. The deposit will include the following;
     1. completed ticket deposit form;
     2. ticket tracking sheet; and
     3. cash to match ticket sales.
  2. If the deposit does not reconcile the individuals on duty that day will be accountable for the remainder of deposit.
  3. The day of the event it is the VP Student Life is responsibility to do a final deposit prior to the start of the event.
  4. The float for advanced tickets will be deposited in the safe prior to the event starting.
  5. The VP Student Life will be required to total the advance ticket, online ticket and guest list ticket sales to determine how many are available to be sold at the door.
  6. The exact number of tickets will be given to the Fox & Crow Manager for door sales.

1. **Ticket Sales at Door**
   1. The VP Student Life will turn over the exact number of remaining tickets to the Fox & Crow Manager the day of the event up to ticket number 1000.
   2. The Fox & Crow Manager is required to request door floats from the Administrative Coordinator 3 days prior to the event.
   3. The Fox & Crow Manager will record the tickets numbers on the ticket deposit form prior to distribution for sale.

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* 1. At the end of the night any unsold ticket must be returned with the deposit for reconciliation.
  2. At the end of night the Fox & Crow Manager or Shift Supervisors on duty will do the ticket deposit. The deposit will include the following;
     1. completed ticket deposit form;
     2. unsold tickets; and
     3. cash to match ticket sales.
  3. If the deposit does not reconcile, the door staff on duty will be accountable for the remainder of deposit.
  4. At the end of the night the float will be given to the Fox & Crow Manager for deposit.