

## WLU Students' Union / U-Desk Event F

*Due to limited space in the ticketing system, please keep your  
Please fill in as much information as possible to as*

**Club Name**

**Club Number**

### **Event Information:**

Event name (ie: Registration, Dinner, Event): **can only be 50 characters**

Date of event:

Start time of event:

End time of event (if needed):

Location of event:

Event description: **(can only be 200 characters)**

Name and Email Address for Event Contact Person:

### **Important Details:**

Brief message on ticket: (i.e. ID req'd, Laurier Students Only, All Ages)

Maximum number of tickets available:

### **Ticket Options:**

How would you like tickets to be sold: Online, at the U-Desk or Both:

Event Ticket Price: **(pls include the 5% admin fee into your costing)**

Date tickets should go on sale:

Date tickets would stop being sold, if applicable:

What is important information for you to collect: ( ie: email addresses)

Is there a meal: yes/no:

if yes, what are menu options (ie: Chicken, Beef, Seafood, Vegetarian)

Are you collecting dietary restrictions (ie: allergies, intolerance)

Is transportation provided: yes/no

if yes, what are the details for pick up and/or drop off:

Is there a website for the event: yes/no

if yes, please provide here if you want it added to the event details:

### **Comments Section:**

Additional details for the event:

ie: dress is casual, please be sure to bring... etc.

### **For Students' Union / U-Desk Use Only:**

**Start Date:**

**End Date:**

1. loaded in the tickets system:

2. loaded in the POS:

3. Communicated to Staff:

4. Posted on Social Media and TV's :

5. After the event - funds have been transferred to the event organizers:

6. Date of transfer (cheque) less 5%

DATE COMPLETED:



---

---

---

---

---

---