

# Complimentary Ticket Request Form

Pursuant to UCF Convocation Corporation Complimentary Ticket Policy

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Number of Tickets Requested (Generally, limited to 4): \_\_\_\_\_

Event Time: \_\_\_\_\_

Requests may be submitted no earlier than when tickets are available for sale to the public.

If this request is for business purposes, complete Section A. If this request is for personal purposes, complete Section B. Section C must be completed by the person requesting tickets in either Section A or B.

## Section A

Contact Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Provide a specific statement on the business purpose of the tickets. For example, "These tickets will be used in connection with a donor cultivation event on September 15, 2019."

Business Purpose Statement: \_\_\_\_\_

## Section B

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Provide a statement describing the services you provide to the arena operations: \_\_\_\_\_

**Section C** - To be completed by ticket requester. By signing the below, you hereby certify that the above information you completed is accurate.

Person completing this form: \_\_\_\_\_



Click to send or attach to an email and send to [Joe.Imbriaco@ucf.edu](mailto:Joe.Imbriaco@ucf.edu)

Requester Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Section D** - To be completed by Spectra.

Date of Spectra Review: \_\_\_\_\_

Total value of ticket request: \$ \_\_\_\_\_

As of the date of the Spectra review, the event is \_\_\_\_% sold out with \_\_ tickets remaining.

- I have reviewed the Section B statement above and agree the identified employee contributes substantial services to the operations of the arena.

Based upon my review, this request is:

- Working Condition (The above business purpose is valid, ordinary and necessary).
- No-additional-cost (The event is not sold out and the individual provides substantial services to area operations).
- De Minimis (The cumulative value of ticket requests from the individual is under \$100 for the calendar year).
- Denied. Does not meet any of the above or no tickets are available for complimentary distribution.

# of tickets approved: \_\_\_\_\_

Spectra Representative completing review: \_\_\_\_\_

**Section E** - To be completed by UCF Convocation Corporation, if necessary.

- I have reviewed and approve of the above decision. If not, my rationale for rejection is: \_\_\_\_\_

UCF Convocation Corporation Representative: \_\_\_\_\_