

Complimentary Ticket Request Form

Pursuant to UCF Convocation Corporation Complimentary Ticket Policy

Event Title: _____

Event Date: _____

Number of Tickets Requested (Generally, limited to 5): _____

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: _____

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, 2014."

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.

Click to send or attach to an email and send to Brian.Hixenbaugh@ucf.edu.

Person completing this form: _____

Requester Signature: _____

Date of Signature: _____

Section D - To be completed by Global Spectrum.

Date of Global Spectrum Review: _____

Total value of ticket request: \$ _____

As of the date of the Global Spectrum 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: _____

Global Spectrum 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: _____