Office of Student Involvement and Leadership

Memorandum of Understanding with

UA Registered Student Organization

For Event Ticket Services

An administrative service provided by The Division of Student Affairs and
the Office of Student Involvement & Leadership

This event ticket Memorandum of Understanding (MOU) is executed effective the _______day of _______________________________, by the currently registered student organization, _________________________________________________.

For and in consideration of the services provided herein, the registered student organization acknowledges, understands, and agrees to the following:

1. Event Details- UA Registered Student Organization______________________________________
understands, accepts, and agrees to the event ticket services provided by the Office of Student Involvement and Leadership (OSIL) for the following event hosted on The University of Alabama campus:

   a. Event Title:______________________________________________________________

   b. Event Date(s):__________________________________________________________

   c. Event Location:__________________________________________________________

   d. Maximum number of tickets available (capacity of venue)____________________

   e. Projected Attendance:____________________________________________________

   f. Ticket On-sale date and time:______________________________________________

   g. Ticket sale end date and time:______________________________________________

   h. Doors open Time:__________________________________________________________
i. Event Start Time:__________________________________________________________

j. Event Description (Please include detailed information below):

k. Contact Person:___________________________________________________________

l. Contact Email:____________________________________________________________

m. Contact Phone:___________________________________________________________

2. **Event Ticket Services** provided by OSIL may include the following based on the needs of the specific event:

   a. Creating the event on the Student Organization Tix website and event schedule
   b. Opening electronic ticket advance sales for the event
   c. Communicating ticket sales updates on a weekly basis prior to the week of the event and on a daily basis during the week of the event.
   d. Collection, reconciliation and disbursement of electronic ticket payments
   e. Final sales reports
   f. Ticket Purchaser report
   g. Additional Services may be available for large scale events (150 or more attendees with a minimum ticket price of $5.00). The additional services requested below are subject to approval by OSIL and are based on the availability of OSIL staff and the current event calendar. Please select all “additional services” that you are interested in having at your event. *(Please note that this does not guarantee availability, but is only a request)*:

   1. Advance box office ticket sales (cash, check or Bama Cash)  **Circle: (Yes) (No)**
   2. On-site ticket sales (cash, check, Bama Cash and customer kiosks for credit card sales)  **Circle: (Yes) (No)**
   3. E-ticket scanning/validation at the event  **Circle: (Yes) (No)**
4. Wristbands for attendees distributed at the event, in addition to E-ticket scanning. (For events with a minimum of 500 tickets, recommended for crowd control and event re-entry) **Circle: (Yes) (No)**
5. Creating supplementary data fields and survey questions to facilitate event registration **Circle: (Yes) (No)**
6. Adding event logo to the ticket page and/or Electronic ticket in accordance with copyright laws **Circle: (Yes) (No)**
   h. Any additionaloptional services as identified herein:
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________

3. **Fees for Provided Services**- OSIL will collect the following fees for the administration of the Event Ticket Service. Fees are paid from the E-ticket revenue collected and held in the Student Organization Tix agency fund. Fees can either be added to the base ticket price to pass along to the purchaser, or they can be included as an “all in” ticket amount. Student Organization will decide if they wish to recover these fees when setting the ticket amounts, Section 4.
   a. A **$2.00 administrative fee** is applied to each ticket sold, regardless of the type of payment the customer uses to purchase tickets; and
   b. if the customer’s purchase was made via credit card (Visa, MC, Discover or AMEX), an additional 3% of the ticket face value;
   c. or if the customer’s transaction was made via Bama Cash, an additional 3.5% of the ticket face value

   will be charged to cover the costs of credit card fees or Action Card transaction fees charged to OSIL.

4. **Price Per Ticket – Please list the total amount you wish to make for each ticket type after fees and services are considered.**
   a. **Free: $0.00 ticket for event registration and attendance only** __________
   b. **Student:** $________________________________________
   c. **Faculty/Staff:** $________________________________________
   d. **General Public:** $________________________________________
   e. **Custom Ticket Type:**______________________________ $___________________

5. **Distribution of Proceeds to Student Organization** - OSIL will disburse the net event ticket revenue, defined as the total ticket sales revenue less service fees, as outlined in Section 3, to the registered student organization through the established UA Accounts Payable process. Funds are
disbursed in the name of the registered student organization either via direct deposit or physical check mailed to the student organization. The net event ticket revenue will be issued to the organization within three weeks after the event date.

6. **Miscellaneous** – Nothing contained herein shall be deemed or construed as a waiver of the immunity of The Board of Trustees of The University of Alabama and its current, future, or former trustees, officers, employees, agents, servants, subsidiaries, assigns, successors, contractors, affiliated entities, or attorneys.

By their representative’s signature, the Student Organization acknowledges, understands, and agrees to abide by the terms of this MOU and the Policies and Procedures for Student Organization Event Tickets available at leadership.ua.edu and thesource.ua.edu. This MOU may be executed by facsimile or electronic signature, which shall be deemed an original.

Name: Registered Student Organization

By: ________________________________________________

Printed Name: ________________________________________________

Title: ________________________________________________