

CLIENT SHOW SETUP TERMS

1. The Ticket Set-Up Form (see reverse side) should be submitted to the Michigan Union Ticket Office (MUTO) **at least one week** before the desired on sale date. Discounted/coupon prices, kills, and holds must also be provided to MUTO at this time. These need to be in place before the show goes on sale.
2. Comp lists (if applicable) should be submitted to MUTO **before** the desired on sale date.
3. Any time tickets, either Comps or Prebox, are requested by an authorized representative of your organization, MUTO requests at least 24 hours advance notice in order to prepare the tickets for pickup.
4. An authorized representative of your organization may request two ticket counts in person or by e-mail, (one in the morning, one in the afternoon) per day. This should be requested from either the MUTO Supervisor or a Student Manager. This figure will be given to you in writing.
5. Any tickets on Hold must be requested before the night of the event or they will be released and sold at the door.
6. Comp tickets must be requested in advance. MUTO will not automatically print additional Comps to bring to the event.
7. Generally, the event will be taken off sale (on the day of the event) at 3:00pm for a weekday show or 11:00 on Saturday for a weekend show, unless otherwise requested by your organization. This is necessary to allow MUTO sufficient time to prepare the will call and doorsale tickets. If MUTO is staffing the box office the night of your event, we will bring the will call and door sale tickets with us to the box office. If our staff is not needed, a representative from your organization must come to MUTO on the day of the event before we close to pick up the will call and door sale tickets.
8. MUTO will assess a service charge (based on the highest ticket price for the event) on **all tickets sold through their office**, as indicated below. This charge is added to the price of the ticket (the prices indicated on the first page of this form) and paid by the customer (not the organizing group).

TICKET PRICE RANGE	SERVICE CHARGE	TICKET PRICE RANGE	SERVICE CHARGE
\$5.00 or less	\$0.50	\$25.01 - \$30.00	\$3.00
\$5.01 - \$10.00	\$1.00	\$30.01 - \$35.00	\$3.50
\$10.01 - \$15.00	\$1.50	\$35.01 - \$40.00	\$4.00
\$15.01 - \$20.00	\$2.00	\$40.01 - \$45.00	\$4.50
\$20.01 - \$25.00	\$2.50	\$45.01 or greater	\$5.00

9. Any unsold prebox tickets that are not returned to MUTO on or before the date of the event (during normal MUTO hours) will be assumed to have been sold. This amount of sales will be figured into Gross Sales.
10. Any unsold door tickets (if MUTO did not work the door) that are not returned to MUTO will be assumed to have been sold. This amount of sales will be figured into Gross Sales.
11. Financial data will be available three business days following the event (if MUTO worked the door) or three business days after unsold door tickets and money from door sales (if MUTO does not work the doors) are returned to MUTO. Any questions regarding this information may be asked after this time.

FEES: Fees for all events are as follows:

1. 3% service fee (commission) on gross sales.
2. 3% fee on all credit card sales
3. Day-of-event staffing costs, at the rate of \$10.00 per hour for each staff member or \$30.00 whichever is greater, when applicable.
4. \$0.10 per ticket printing fee for all tickets printed regardless of who sold them.

NOTE: If all tickets are being sold **ONLY** through MUTO and not through Ticketmaster, the printing fee is \$0.15 per ticket for all tickets.

NOTE: If **ALL** tickets are printed as either Comps or Prebox, and no tickets are sold through MUTO or Ticketmaster, the printing fee is \$0.25 per ticket for all tickets.

CONTACT PERSON(S): (ACCESS TO EVENT INFORMATION IS GRANTED ONLY TO THE FOLLOWING)

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

SIGNATURE:** _____

****BY SIGNING AND SUBMITTING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE TERMS DESCRIBED ON THESE TWO (2) PAGES.**