



BOX OFFICE POLICY

The Stevens Student Center (SSC) Box Office exists to assist Cedarville University departments and student organizations with the sale of their event tickets and items. In order to accomplish this goal the Cedarville University departments and student organizations requesting this service as well as the Stevens Student Center Box Office must abide by the below listed requirements.

The Stevens Student Center Box Office can only sell five different tickets or items at one time. The Student Life Department will be given first priority for the sale of tickets and items.

Departments and Student Organizations Requirements:

- Submit the Box Office Application one month prior to the beginning of the sale. The Box Office Application can be e-mailed to ssc@cedarville.edu or dropped off at the SSC Information Center.
- Submit the Box Office processing and handling fee. This fee is in place to cover the cost of the SSC staff making daily deposits and running reports. (\$50 for departments and \$25 for Student Organizations)
- Design and print the tickets for the event. If you need assistance please contact the Creative Services Department.
- Promotion of the ticket or item sale. If you would like assistance please contact the SSC Information Center and we would be glad to assist you.
- Refund all sales. (Cash, check and credit)
- Process all department charges for sale of tickets.
- Handle all of the mailing of tickets to individuals or groups. The SSC Box Office suggests that no tickets be mailed to individuals and groups and that they are just picked up at the door before the event.
- Sale of tickets at the door during the day of the event.

Stevens Student Center Box Office Requirements:

- Process the Box Office Application and have an answer to the University department or student organization within 72 hours after the application is received.
- Create an on-line ticket sale system that will handle all credit card transactions.
- Make daily cash and check deposits into the University departments or student organizations account. The deposit form will be saved and mailed to the contact individual. (Monday – Saturday)
- Submit weekly sales reports to the University department or student organization.