University Events
Columbia Building
206-296-5620
rooms@seattleu.edu

Seattle University
Request for Eventbrite Account

The purpose of this form is to request the establishment of an Eventbrite registration website for an event. The form must be completed in full (attach additional pages if necessary). Seattle University has executed an agreement with Eventbrite through UE; all new accounts must go through UE or risk violation of the SU contract policy.

An active Seattle University GL Account Number must be provided for each event registration set up in Eventbrite. For more information about GL Account Numbers, contact the Controller's Office.

Name and SU email of person requesting Eventbrite registration website:

_____

Name of event (and EMS reservation #, if possible):

_____

Date of event, if known: _____ Is this a recurring event? Yes ◯ No ◯

Department/division/group *and* 17-digit GL Account Number for any ticket sales revenue (XX-X-XXXXXX-XXXXXX):

_____

Name and SU email of person who will be reconciling funds:

_____

Name(s) and SU email(s) of person(s) to receive Eventbrite accounts:

_____

A request form must be submitted for each event held on campus requiring a registration website.

University Events ("UE") will provide access to maintain a registration website through Eventbrite; this access will be given to the list of requested users for that event. UE will provide a template and provide training sessions as needed.

The requestor (the responsible person named on this form) and their representative university entity will assume all responsibility associated with the site once it is published.

Eventbrite will close the registration website **5 days** after the final day of the event. It is highly recommended that all pending financial transactions are processed before access is restricted on that date.

For more information, contact University Events at 206-296-5620 or rooms@seattleu.edu.

Before submitting this request, please note that all Seattle University employees must be familiar with and adhere to the Seattle University Data Security Policy.

AUTHORIZATION

_____ _____

Signature Date Department Head / Advisor Date

_____

University Events Approval Date