

Front Desk Debit/Credit Sales Application

Please fill out the following information about the item you wish to sell and submit this completed form to **Emily Bruce** at ebruce@housing.uwo.ca or send it via Campus Mail to Ontario Hall Front Desk. Please submit this application at least 3 business days before you would like to start doing sales in a building. Additionally, please avoid putting posters up before your sale is approved.

If you wish to sell tickets to an EVENT please fill out Parts 1 & 2

If you wish to sell MERCHANDISE please fill out Parts 1 & 3

PART 1: GENERAL INFORMATION

Your Name:	
Your UWO Email:	
Today's Date:	
Item You are Selling:	
Building You Wish to Sell In:	

PART 2: EVENT TICKET SALES

Event Name:	
Event Date:	
Event Location:	
Start and End Time of Event:	
Price of Tickets:	
Start Date and Time of ticket SALES:	
End Date and Time of ticket SALES:	
Is Transportation Provided? If yes, where and when are the pick-ups and drop offs?	
Are guests allowed? If so, who is eligible (ie. Only other Western Students? Only people who live in one of the residences at Western?	

Other Important Information: _____

PART 3: MERCHANDISE SALES

Sale Item:	
Price of Item:	
Start Date/Time of Sales	
End Date/Time of Sales:	
When/Where do they pick up this item?	
How do you want the front desk to track the sales?	

Other Important Information: _____

