

Cvent Online Ticketing Worksheet

To help us create your online ticket sale, complete this worksheet, "save as" your name and organization, and upload with your Sale or Fundraiser registration form. We'll review and contact you to begin configuring your sale!

Event Information

Event Name:

Event Location:

Event Date:

Start Time:

Description of Event:

The description is a marketing/branding opportunity. Think short, detailed and creative.

Flyer/Graphics: You'll want to be ready to upload them when you request your ticket sale, but if not, don't worry, you can always provide this during the set up process.

Is the event open to the public (open) or only a select group (closed)? Open Closed

Organizer Contact Information

If a purchaser has a question or issue unrelated to the Cvent ticketing functions, who should they send an email to?

Organizer Contact Name:

Organizer Contact Email:

Taxes & Fees

Cvent Fees

All ticketing services charge fees for use, and Cvent is no different. The cost for using Cvent is 5% of the sale total for each transaction.

NC Sales Tax

The State of North Carolina requires that we must collect, report and remit 6.75% sales tax for ticket sales. This applies to all "admission tickets." If the buyer will be unable to attend the event without purchasing a ticket, then the ticket is subject to sales tax.

In setting up your Cvent ticket sale, we will need to choose one of these options (check one):

Include taxes & fees in the price of your ticket. You can compensate by raising the ticket price, or you can simply choose not to pass this cost along to your attendees. Advantage of this method is having a level ticket price (\$5, \$10).

Add taxes & fees to the cost of the ticket at checkout, passing the cost along to your attendees/customers. Advantage of this method is receiving your full ticket cost.

Ticket Setup

Please note you can have up to four ticket types but we encourage you to keep it simple. Some reasons you may need more than one ticket type are: giving a different price to a certain group, like alumni or faculty/staff, charging a higher price on the day of the event, offering a pre-sale price for a limited time, etc.

Number of different ticket types:

Name of Ticket One:

This could be something like "General Admission" or "Discount Pre-Sale", etc.

Price:

Tickets Available:

On Sale Date:

Sale End Date:

Name of Ticket Two:

Price:

Tickets Available:

On Sale Date:

Sale End Date:

Name of Ticket Three:

Price:

Tickets Available:

On Sale Date:

Sale End Date:

Name of Ticket Four:

Price:

Tickets Available:

On Sale Date:

Sale End Date:

What is your refund policy?