

**PROPOSED REVISION TO: REG 11.65.01, Contract Ticketing Rule**

**Rationale: Changes in procedures of Ticket Central require this update**

**Review Process:**

07/26/19 Executive Director for the Arts authorizes transmittal of PRR for review

07/26/19 General Counsel's Office (Betsy Lanzen) review

07/26/19 Executive Officer with delegated authority to review the PRR (For DASA this is Mike Mullen)

9/10/19 Chancellor's Cabinet Meeting review/notification *(PRR Administrator will complete)*

10/21/19 University Council notification

N/A Board of Trustees (approval/notification), if applicable *(PRR Administrator will complete)*

**NC STATE UNIVERSITY**  
**Policies, Regulations and Rules**

Authority	<b>Vice Chancellor and Dean for Academic and Student Affairs (DASA)</b>
Title	<b>Contract Ticketing Rule</b>
Classification	<b>REG11.65.01</b>
PRR Subject	<b>Performing and Visual Arts</b>
Contact Info	<b>Ticket Central Home Page (919-515-1100)</b>

**History:** First Issued: July 1, 2002.

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For any group or person that wishes to have Ticket Central sell their tickets the following guidelines must be observed:

1. A meeting must be scheduled with the Director of Ticket Central to review policies, procedures, and expenses. This meeting must take place at least three weeks prior to the date ticket sales begin.
2. A contract must be signed and approved.
3. The presenter will be issued a check after the performance. [For on-campus presenters, Ticket Central will IDT the funds.](#) The total paid will be all ticket revenue less box office expenses.
4. The presenter is liable for all uncollected returned checks and charge-backs.