



2021-2022 MLSA EventBrite Request Form

Event Title			
Location			
Organizer			
Date		Time	
A brief description of the event			

Venue Capacity/Total # of Tickets			
Maximum Tickets per person (if any)			
Ticket Price			
Opening Sale Date		Opening Sale Time	
Closing Sale Date		Closing Sale Time	

- x Be advised that EventBrite charges a service fee on all ticket sales of 3.5% + \$0.99 per ticket, in addition to the standard payment processing fees of approximately 2.5%
- x **Your indicated ticket price will be set as the base price and the fees will be charged in addition to this price.** If you want to absorb fees in the ticket price, please communicate that.
- x EventBrite provides the option to include a picture for your event. If a picture is included, please provide it in a 2:1 aspect ratio to avoid unnecessary cropping issues.
- x Submit this form and direct any inquiries to Narayan McRae, VP Finance (rh.mlsa.vpfinance@gmail.com).