



Conference and Event Services
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 CES; all new accounts must go through CES 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.

If needed, campus departments may complete a Request for New Operating Activity (RNOA) form here: [https://www.seattleu.edu/media/controllers-office/Request-for-New-Operating-Activity-\(RNOA\)-Form-Master.pdf](https://www.seattleu.edu/media/controllers-office/Request-for-New-Operating-Activity-(RNOA)-Form-Master.pdf)

Name and SU email of person requesting Eventbrite registration website:

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

Department/division/group and 17-digit GL Account Number for any ticket sales revenue (xx-x-x-xxxxxx-xxxxxxx):

Name and SU email of person who will be reconciling received 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.

Conference and Event Services (“CES”) will provide access to maintain an online registration website through Eventbrite; this access will be given to the list of requested users for that event. CES will provide a template and provide training sessions as needed.

The requestor (the responsible person named on this form) and his or her representative university entity will assume all responsibility associated with the site once it is officially approved for launch by CES.

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 Conference and Event Services 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

CES Registration & Event Software Specialist Date