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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 [redacted]; all new accounts must go through [redacted] 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.

Name and SU email of person requesting Eventbrite registration website:

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

\_\_\_\_\_  
Date of event, if known: \_\_\_\_\_ Is this a recurring event? Yes No

\_\_\_\_\_  
Department/division/group and 17-digit GL Account Number for any ticket sales revenue (XX-X-XXXXXX-XXXXXX):