



Policy # 35001

ATHLETIC TICKET POLICY

Effective Date: April 28, 2003
Responsible Office: Ticket Office
Division: Finance

Revised Date: July 9, 2009

I. PURPOSE/OBJECTIVE

To ensure proper accountability for the distribution of tickets, recording of ticket sales, admissions to athletic events, and public relations posture with the constituents in order to promote continued support for the University and the intercollegiate athletics program.

II. STATEMENT OF POLICIES

- A. Athletic event tickets are a negotiable commodity and an important source of revenue for Grambling State University Department of Athletics. The Department of Athletics charges admission to events for football, men's and women's basketball, and baseball. Both reserved seating and general admission are provided for all football, men's and women's basketball games. Tickets sold for all other sports' events are for general admission. The Director of Ticket Operations coordinates the day-to-day sale of tickets to athletic events. The department utilizes Ticketmaster to record and control ticket sales and monies received for ticket sales.
- B. The mishandling or misappropriation of tickets could result in revenue losses or National Collegiate Athletic Association (NCAA) sanctions. Procedures are prescribed for printing, handling, sale and distribution of tickets are to be strictly followed. The Assistant Director of Athletics for Finance ensures compliance with the distribution policy.
- C. Each Departmental staff member involved in the handling of tickets is expected to uphold the integrity of the distribution system. Any individual involved in the sale of tickets for athletic events at GSU is expected to use care in communicating with constituents. In the event that difficult situations arise, the employee should consult with a supervisor to resolve any issues.