

Ticketed Events

Updated 2023

Chapman University has a ticketing system through which student organizations can sell tickets for their events at no cost to the organization. Tickets will be sold via the [Chapman ticketing website](#). Tickets sold via Venmo, Square, Eventbrite, PayPal, or other online ticket services are not supported by the University.

Students should submit their event details through the [Event Build Request form](#) no later than two weeks prior to the desired on-sale date. All information must be completed and approved by the Department of Student Engagement prior to submitting an Event Build Request. This includes event name, event date, venue, marketing copy, pricing structures, pricing zones (scaling), finance chart fields for revenue sales, any included gift component, event capacity, whether the event has any merchandise that is taxable that will be sold through the ticketing system, and any known discounts.