

# Eastern Oregon University

## Verification of Theatre Ticket Seller Training

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Any individual selling tickets at an EOU Theatre event must complete the following:

1. Review and sign the EOU User Agreement for Data Security - <https://www.eou.edu/it/access/>
2. Watch the following online Vendini training videos - <http://training.vendini.com/>
  - [Processing A Ticket Sale](#)
  - [Orders: Edit, Refund, and Exchange](#)
  - [Thermal Ticket Printing](#)
  - [TicketAgent Reports](#)
3. Login to Vendini Ticket Agent account to make sure you have access and change password. The Box Office Supervisor or Theatre Department Head will be responsible for maintaining the ticket seller accounts in Vendini.
4. Read the Theatre Cash Handling Procedures and the Change Fund Policy located under the Change Fund section on the Accounts Payable website - <https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/>

**I authorize that the individual listed above has been trained by the Theatre Department on proper cash handling procedures for event management, and has completed all the above required tasks.**

\_\_\_\_\_  
Ticket Seller Signature Date

\_\_\_\_\_  
Theatre Department Signature Date