

EVENT MANAGEMENT GATE RECEIPTS REPORT: DISTRICT FACILITIES



EVENT DATE: _____ SPORT: _____ BOYS GIRLS

EVENT SITE: _____ LEVEL: MS C/9 JV V

TICKETS ISSUED			CHANGE BANK ISSUED		TICKETS & CHANGE BANK	
ticket roll starting/ending numbers <u>day of event</u> prior to ticket sales					Verification	Initials
	Roll Starting Number	Roll Ending Number	\$1.00	\$	EVENT MANAGER	
ADULT			\$5.00	\$	TICKET SELLER	
			\$10.00	\$		
STUDENT			\$20.00	\$		
SENIOR CITIZEN			Total Amount	\$		

TICKET SALES

	TICKET PRICE	FIRST TICKET SOLD	LAST TICKET SOLD	TOTAL TICKETS SOLD total = (last # sold - first # sold) + 1	TICKET RECEIPTS
ADULT		#	#		
		#	#		
STUDENT		#	#		
SENIOR CITIZEN		#	#		
TOTAL TICKET RECEIPTS					\$

CASHBOX RECONCILIATION

BANK BAG REFERENCE NUMBER _____

TICKET SELLER: _____
Printed Name

_____ Signature

CHANGE BANK RETURNED \$ _____

DEPOSIT AMOUNT \$ _____

TICKET & CHANGE BANK RETURN

		Roll Starting Number
EVENT MANAGER: _____ <small>Printed Name</small>	ADULT	
	STUDENT	
	SENIOR CITIZEN	
_____ <small>Signature</small>		
CHANGE BANK RETURNED		\$