

EVENT MANAGEMENT

GATE RECEIPTS REPORT: ON-CAMPUS



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	\$	
ADULT			\$5.00	\$	BOOKKEEPER
			\$10.00	\$	ATHLETIC DIRECTOR
STUDENT			\$20.00	\$	TICKET SELLER
SENIOR CITIZEN			Total Amount	\$	

TICKET SALES

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

CASHBOX CONTENTS

TICKET SELLER: _____
 Printed Name _____ Signature _____

 VERIFIED BY: _____
 Printed Name _____ Signature _____

 AMOUNT \$

CHANGE BANK RETURNED & DEPOSIT

ATHLETIC DIRECTOR: _____
 Printed Name _____

 Signature _____

 CHANGE BANK RETURNED \$ _____
 DEPOSIT AMOUNT \$ _____

 BOOKKEEPER: _____
 Printed Name _____

 Signature _____

 OFFICE RECEIPT DEPOSIT AMOUNT \$ _____
 OFFICE RECEIPT NUMBER _____