

## Event Management Off Campus

**DATE:** \_\_\_\_\_ **EVENT SITE:** \_\_\_\_\_ **EVENT TYPE:** \_\_ Metro \_\_ Dist. \_\_ Season  
**LEVEL:** \_\_ C \_\_ JV \_\_ V **GENDER:** \_\_ M \_\_ F \_\_ Co-ed **SPORT:** \_\_\_\_\_

### 1. Gate Receipts Report: District Facilities

TICKET ROLL STARTING/ENDING NUMBER'S DAY OF EVENT PRIOR TO TICKET SALES.

TICKETS ISSUED	ROLL STARTING NUMBER	ROLL ENDING NUMBER
ADULT		
STUDENT/SENIOR		

#### CHANGE BANK ISSUED

TOTAL AMOUNT	\$
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#### TICKETS & CHANGE BANK

VERIFICATION	INITIALS
EVENT MANAGER	
TICKET SELLER	

TICKET SALES	TICKET PRICE	FIRST TICKET SOLD	LAST TICKET SOLD	TOTAL TICKETS SOLD TOTAL = (LAST # SOLD - FIRST # SOLD) + 1	TICKET RECEIPTS
ADULT		#	#		
		#	#		
STUDENT/ SENIOR		#	#		
		#	#		
				<b>TOTAL TICKET RECEIPTS</b>	<b>\$</b>

### CASHBOX RECONCILIATION

BANK BAG REFERENCE #	CHANGE BANK RETURNED	\$	DEPOSIT AMOUNT	\$
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TICKET SELLER:		
	PRINTED NAME:	SIGNATURE

### TICKET & CHANGE BANK RETURN

	RETURNED ROLL STARTING #
EVENT MANAGER PRINTED NAME	ADULT
	STUDENT/SENIOR
EVENT MANAGER SIGNATURE	CHANGE BANK RETURNED: \$

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### 2. Event Report

<b>ATTENDANCE SUMMARY</b>		<b>District Athletic Facilities Use Only</b>	
Complimentary Admissions		CONCESSION DEPOSIT AMOUNT	\$
Adult Tickets Sold		BANK BAG REFERENCE NUMBER	
Student/Senior Tickets Sold		<b>EVENT SUMMARY:</b>	
<b>Deposit &amp; Support Personnel Summary</b>			
Total Gate Receipts Deposit	\$		
Support Personnel Expenses	\$		

### 3. Complimentary Admission

In addition to passes accepted, complimentary admission will be extended to the following:  
 Administrators of participating team(s) from non-APS schools  
 Coaches attending for scouting purposes from non-APS schools  
 Media reporters and photographers without media credentials

PRINTED NAME	SCHOOL/ORGANIZATION	TITLE
TOTAL COMPLIMENTARY ADMISSIONS		

REPORT COMPLETED BY	PRINTED NAME		SIGNATURE		TITLE	
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