

EVENT INFORMATION

School _____

Event _____

Date _____

Location _____

GENERAL ADMISSION TICKET SALES

Roll No.	Beginning Ticket #	Ending Ticket #	Tickets Sold (See Instructions)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

STUDENT TICKET SALES

Roll No.	Beginning Ticket #	Ending Ticket #	Tickets Sold (See Instructions)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

Total Tickets Sold _____
 Price per Ticket @ _____
 Ticket Sale Collections \$ _____

Total Tickets Sold _____
 Price per Ticket @ _____
 Ticket Sale Collections \$ _____

COMPLIMENTARY TICKETS

Complimentary Tickets Issued (Number Issued, \$Value, and To Whom)

Less Value of Complimentary Tickets Issued (\$ _____)

CASH RECONCILIATION

Net Gate Receipts	\$ _____
Cash on Hand at Completion of Event	\$ _____
Less: Cash on Hand Prior to Event	\$ _____
Actual Cash Collected at Event	\$ _____
Difference between Net Gate Receipts and Actual Cash Collected at Event	\$ _____

SIGNATURES

Event Supervisor Signature _____ Date _____

2nd Count Signature _____ Date _____