

Ridgway Area School District

TICKET SALES RECORD

What is the Purpose of the Form?

This form is used to make record of ticket sales for athletic events.

Who Should File the Form?

The ticket sales person for each event should complete the form.

When Should the Form be Filed?

The ticket sales person should enter the beginning ticket number for each type of ticket prior to selling tickets for the event. After all sales are complete, the ending ticket number should be recorded and the dollar gate receipts should be calculated (i.e. 100 adult tickets x \$2.50 = \$250.00). The form should be signed and turned into the Athletic Director with the monies collected.

Revised October 2002

TICKET SALES RECORD

DATE _____ SPORT _____

OPPONENT _____

TICKET NUMBERS

<u>ADULT</u>	<u>STUDENT</u>	
		FINISH
		START
		TOTAL TICKETS SOLD
		GATE RECEIPTS

SIGNATURE _____