

## Attention Ticket sellers...

Please make sure to date, note time, and initial when you begin and end your selling shift just in case we have any questions or discrepancies.

- 1 Check to make sure the student is on the list to verify that they ARE in fact a junior. If they TELL you they are a junior and are not on the list tell them they must get a note from the counseling office to verify that they are a junior.
- 2 Ask the purchaser IF their date is a student at Prairie View ...

If the answer is NO ...

- Give them a pink Dance Guest Pass Request
- Students MAY NOT purchase a ticket without a completed Date Pass Request signed by a PVHS administrator
- MIDDLE SCHOOL STUDENTS MAY NOT ATTEND THE DANCE!!!!!!!

If the answer is YES... continue on

- 3 Please write in the FULL names of both ticket holders.  
Example: 100 Rob Jones  
101 Sandy Smith

(If the purchaser does not know the last name of their date ... they need to find out BEFORE they buy the tickets! DO NOT write just a first name and if you are unsure of the name, ask for the spelling. This will serve as our attendance record to check in our students at the dance.)

If tickets are purchased as a couple, mark them as follows:

			\$30.00
Ticket Number	Name	\$60 couple	single
001	Rob Jones		
002	Sandy Smith		
003	Tom Waters		

Give tickets to the purchaser in numerical order. If a ticket is missing please write that number down, indicate "missing" and tell Mrs. Fallows.

Checks must be made payable to PVHS and for the exact amount of the tickets purchased.

Please turn in the money and green folder to me ASAP.

Any questions ... please ask!