

TICKET SALES

- 1 No complimentary tickets
- 2 Tickets represent cash
- 3 Tickets should be secured in a safe
- 4 Must use pre-numbered tickets
- 5 Utilize a ticket log (form)
- 6 Utilize a daily ticket sales form
- 7 Tickets must be sold in number sequence
- 8 Two individuals needed to control admissions
One collects money and issues tickets
One collects and checks register
- 9 The two ticket workers count money and complete a cash summary form daily
- 10 Explain any differences
- 11 At end of event:
Return unused tickets
Return change fund
- 12 Complete a final daily ticket sales form