COLONIAL LEAGUE GATE TICKETS PROCEDURE

***Please note that the gate receipt form is set up to work on your computer and automatically calculate the numbers.

1. Rip the first ticket from each roll you are intending to sell and set it aside.

2. Enter the date, the event, and the participating schools in the spaces provided on the Gate Receipt Form.

3. Enter the ticket colors in the spaces provided on the Gate Receipt From (located underneath "ADULT TIX" & "STUDENT TIX")

4. Enter the numbers printed on the tickets that you ripped off in the spaces labeled "BEGIN"

5. Enter the number of rolls you will be using the in the space above "# of Rolls".

6. Enter the price of each of the respective tickets (i.e. $6.00 for adults, $3.00 for students/senior citizens).

7. Enter your startup cash in the space labeled "BEGINNING CASH".

Once the ticket sales are shut down:

8. Tear off the next ticket on the roll and staple that ticket to the beginning ticket making sure that the numbers on both tickets are visible.

9. Enter the numbers printed on the tickets that you ripped off after closing the tickets sales and enter in the spaces labeled "END".

   a. If you are entering this information on a computer, the total tickets sold, subtotals, and grand totals will automatically calculate.

   b. If you are entering this information by hand, you will need to:

      i. Subtract the Adult "BEGIN" number from the "END" number and enter that figure in the "TOTALS" space.
      ii. Add up the "TOTALS" and enter that figure in the space above "Sold".
      iii. Subtract the "# of Rolls" from the value entered in the "Sold" and enter this in the space provided above "Subtotal".
      iv. Multiply the "Subtotal" by the "Price of the Ticket" and enter in the space above "Total".
      v. Repeat the same for the Student Tickets.
      vi. Once the Adult Tickets and Student Tickets have been calculated, add the total adults and total students and enter this figure in the space to the right of "CASH RECEIPTS"
      vii. Add "CASH RECEIPTS" to the "BEGINNING CASH" and enter this in the space to the right of "GATE TOTAL".

10. The "GATE TOTAL" should be the total amount of money in the cash box.

11. Take the stapled sets of tickets and attach them with a staple to the report in the space provided.

12. Submit the completed report with your deposit to the Colonial League Treasurer.

PLEASE RETURN ALL UNUSED TICKETS TO THE LEAGUE FOR INVENTORY AND AUDIT PURPOSES.