COLONIAL LEAGUE FOR INTERSCHOLASTIC SPORTS, INC.
TOURNAMENT GATE TICKET REPORT
(For use with Cheerleading and Track & Field)

Date	Tournament Name (Gender, Sport, etc.)

ADULT TICKETS

COLOR →						
	Roll #1	Roll #2	Roll #3	Roll #4	Roll #5	Roll #6
Closing # on roll(s)						
Opening # on roll(s)						
Minus 1	-1	-1	-1	-1	-1	-1
Number Sold						

SUBTOTAL of Adult sales   #   @   =

STUDENT / SR. CITIZEN TICKETS

COLOR →						
	Roll #1	Roll #2	Roll #3	Roll #4	Roll #5	Roll #6
Closing # on roll(s)						
Opening # on roll(s)						
Minus 1	-1	-1	-1	-1	-1	-1
Number Sold						

SUBTOTAL of Student sales   #   @   =

TOTAL GATE/DOOR SALES =

SUBMITTED BY: _____ DATE: _____

RECEIVED BY: _____, Game Manager

COLONIAL LEAGUE GATE TICKETS PROCEDURE

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

2. On the Colonial League Gate Ticket Report Form:

    a. Enter the Tournament Name (i.e. gender, sport, etc.)
    b. Enter the date of the tournament / meet.
    c. Enter the ticket colors in the spaces provided (located underneath "Adult Tickets" & "Student / Sr. Citizen Tickets")
    d. Enter the numbers printed on the tickets that you ripped off in the spaces labeled "Opening # on Roll(s)"
    e. Enter the price of each of the respective tickets (i.e. $6.00 for adults, $3.00 for students/senior citizens).

Once the ticket sales are shut down:

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

2. Enter the numbers printed on the tickets that you ripped off after closing the tickets sales and enter in the spaces labeled "Closing # on Roll(s)".

3. Subtract the "Opening" ticket numbers from the "Closing" ticket numbers then subtract by one (1) giving you the actual number of tickets sold. Enter these figures in the "Number Sold" space.

4. Add up the "Number Sold" values and enter this figure in the respective spaces provided, labeled "SUBTOTAL of Adult Sales" and "SUBTOTAL of Student Sales".

5. Multiply the total tickets sold by the price per ticket and enter "SUBTOTAL" value for both the Adult Tickets and the Student / Sr. Citizen Tickets.

6. Once the Adult Tickets and Student Tickets have been calculated, add the total adult receipts and total student / sr. citizen receipts and enter this figure in the space to the right of "TOTAL GATE SALES"

7. Take the stapled sets of tickets and attach them with a staple to the report.

8. Transfer the numbers from the Gate Ticket Report Form to the appropriate Financial Report and attach the Gate Ticket Report Form to the Financial Report returning all documents and unused tickets to the Colonial League Treasurer.

PLEASE RETURN ALL UNUSED TICKETS FOR INVENTORY AND AUDIT PURPOSES.