
Box Office Statement Template

Performance _____

Facility _____

Date _____

City _____

Price	Total Print	Unsold	Comp	Sold	Total
Grand Total					

Notes: Total Print is the total capacity for the venue.

Unsold + Comp (tickets given away) + Sold = Total Print

Accepted and agreed _____

Title

Accepted and agreed _____

Title

Accounting the Ticket Monies

The Box Office Statement combines all the sales (from different sellers and different price tickets) for that performance. It should reflect the total of all monies taken in for all tickets. (Verification of the number in attendance may be done by counting the ticket stubs torn after patron enters.) You should have two people sign the box office statement.

From the Ballet Austin *Tool-kit*