Sxtep 1.1 - Write out the format of every input document that provides information to

be stored in the database.

* **Play Listing (Form)**

The play listing form will be used for potential and currently executing productions. Potential productions will have an empty/null value for “Dates of Showing” and any currently executing productions will have values in “Dates of Showing”. This report will list production title, author(s), the type of production, and number of acts in the production as well. This report will be run as needed.

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* **Adding a Patron to Database -** When buying tickets, a patron will have to enter his/her contact information and this information will be stored in the database.

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**Step 1.2 - Write out the format of every routine report to be produced using the database.**

* **Program - Cast and Credits (Report)**

The program (cast & credits) will be provided to all patrons as they enter the auditorium to watch the production they paid to see. This report will be produced for each production times the number of patrons.

This report will include the following pages:

Page 1: production title & date

Page 2: leading cast

Page 3: cast & technical crew

Page 4: act number and name

Page 5: special thanks…



* **Program - Sponsors (Report)**

This is a simple and straightforward report that will ultimately be the second part of entire *Program Package.* The Program Package will consist of part one (Cast & Credits) and part two (Sponsors). This report will list out all sponsors that contributed to the production. This report will be produced for each production times the number of patrons.



* **Report of Patrons (Report)** - This report will be used to show all the patrons who have seen shows from the theater group in the past and provide contact information for them. This will allow the theater to continuously reach out to them with new information and plays being brought to production.



* **Ticket Sales Report (Report) -** The ticket sales report will show all the tickets that have been purchased for different productions. This will be useful in showing how many people have purchased tickets for each play and seeing what seats and plays are still available for purchase



* **Admission Ticket (Report) -** The admission ticket is a necessity for each production that goes on, especially if the theater plans on assigning seats. The play name, date, time, and price are all provided on the ticket as a reminder to the patron along with ensuring the ushers that the right play is being attended. The seat will be used to make sure everyone is in the right place. A QR code will also be provided to be scanned in order to track attendance.



* **Member Dues Payment Report (Report)**: This report shows which team member in this nonprofit organization paid the dues or not. If people paid the dues, they will have the check symbol under the “dues paid” column; if people owned the dues, they will have the check symbol under the “dues owned” columb. The people who owned the dues will show treasurer the name with their contact information including phone number and email address together, so that treasurer can contact with those people who owned the dues in time.



* **Balance Sheet (Report)**: The balance sheet shows that the income, the expenditures and the profit for each date of the year. The reason why the balance sheet has every date for the profit from the play is because that expenditures can be evaluated before funds are spent, it’s easier to manage the fund flows. The profit here will be equal to the income of the certain minus the expenditures of the same certain date. The income will include dues, sponsors, ticket sales, and any other sources. The expenditures will include any costs for the productions, such as contractor’s fees, equipment rental, auditorium rental fee, etc.Based on the calculation of the profit, the treasurer will be able to pick at most one of the modest profit but definitely not a loss from the sheet to report.



Step 1.3 - Describe or sketch the input and output screens for every routine

transaction to be performed against the database.

* **Ticket Sale Transaction**: The user enters their name and the number of seats(one or more seats) , and the screen displays all the information about whether the seats are available or not. If the seats are available, then the system will complete the ticket sale transaction process and print the ticket. If the seats are not available, the system will try it best to find the alternate seats for customers if the seats exist.
* **Query of current bookings:** Staff will be able to query real time and historical booking information and can filter by show, date, actors involved.
* **Query of Balance Sheet Report:** This query will be able to pull any transactional data from the Balance Sheet so that point-in-time and/or trended analysis can be done via excel. This query will provide filter/customization (flexibility) so that in-depth analysis of the “business” can be performed. This report will be an important tool, not only for potential investors, but for guiding major business development decisions.

Step 1.4 - Write out an initial list of assumptions for the project.

1. A patron can have tickets to more than one play.
2. Two patrons can have the same name.
3. The theater group will handle the prices for plays.
4. There is a limit to the number of seats one patron can buy.
5. Each play performed has no copyright issues.
6. Members of the group may have many roles to act in the same play.
7. Payment for all sale from the customers and the way how the members of the play group pay the dues is made immediately. Payment can be accepted by credit, cash, or check.
8. Every patron will receive a program.
9. Each patron will be automatically signed up for the email distribution list which will send blast emails out regarding general announcements and advertising for other shows.
10. The database will persist show history for each patron (keep a permanent record of all the shows that the patron bought tickets for).
11. Real-time seat availability exists to avoid “concurrent” bookings of the same seat for any given show.
12. A patron will be added to the database the first time they buy tickets for a play.
13. A patron should be able to change their email, phone number, or address if a change is necessary.
14. For the personal privacy, the treasurer has no right to share the personal information about the customers(including patrons) or sponsors or all the group members who need to pay the $50 per year.
15. Lists of the group members who have potential chance to be elected as officers are evaluated each fall to determine whether they are good enough to work as officers. The rest of the group members will be distributed into either the group which people play roles or the group which people work behind the scenes.