



Box Office Report

Production: _____ Date: _____ RUN Time: _____

Theater: _____ Current Seating Capacity: _____

House Manager: _____

Scheduled Start Time: _____ Scheduled Intermission Length: _____

Actual Start Time: _____ Length of Intermission: _____ Stop Time: _____

Were Tickets Required? ☐ Yes ☐ No Did the Performance Sell Out? ☐ Yes ☐ No

Was there a Wait List? ☐ Yes ☐ No Did We Provide Cash Box? ☐ Yes ☐ No

What was the cash box balance before sales were made? _____

Door Sales Report:

_____ General Admission Tickets @ _____ = _____

_____ Faculty & Staff Tickets @ _____ = _____

_____ Students with ID @ _____ = _____

Total Door Revenue: _____

Total Deposited in Cash Box? _____

Number of Tickets taken at door: G _____ F _____ St _____ Comps _____

The Total Number of People in Attendance: _____

Unclaimed Will Call: _____ Unclaimed Comps: _____ Names remaining on Wait List: _____

Facility/Patron/Performance Issues: (Were there any specific Facility, Patron or Performance issues?)
