1U Ticket Manifest

Event	
Date	

Ticket Number	**Adult Rate $**	**Senior/Student Rate $**	**Complimentary**	**Other Rate $**
Total number of tickets sold	Total Amount $	Total Amount $	Total Amount $	Total Amount $
	Grand Total from Sale of Tickets $			
Submitted By			Date Submitted	

Instructions

- Enter the ticket number into the Ticket Number column.
- Write in the dollar amount under the appropriate category (i.e., you sell an Adult ticket for $5.00, so you enter $5.00 under the Adult Rate column; a Complimentary Ticket is given, so you enter $0.00 under the Complimentary column).
- At the bottom of each column, total the amount.
- All tickets that are unsold must be returned to the **Activity Coordinator**, together with this report and all cash and checks collected.