## BOX OFFICE REPORT

**Production:** __________________________  **Date:** ___________________  **Perf. Time:** __________

**Theater:** _____________________________  **Current Seating Capacity:** _________________________

**Producing Organization:** __________________________  **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? __________

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### Door Sales Report:

<table>
<thead>
<tr>
<th>Tickets</th>
<th>@</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Admission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty &amp; Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Citizens (&gt;+65)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students with ID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Door Revenue:** __________

**Total Deposited in Envelope:** __________

What was the cash box balance after the deposit was made? __________

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**Number of Tickets taken at door:** G _____ F _____ Sn _____ 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?)

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