

Dance - some general information, tips and help.

DANCE TICKETS

DATE: _____

SHIFT: _____

SELLER #1: _____

SELLER #2: _____

HELPER: _____

TEACHER USE ONLY

BEGINNING TICKET #	
ENDING TICKET #	
# OF TICKETS SOLD	
X \$ cost	x \$ cost
TOTAL \$	
ACTUAL AMOUNT	
Discrepancies	

*The Helper should stand directly in front of the ticket line and be sure there is a single line. There should only be ONE line.

*Seller #1 should accept the money from the student, rip off one ticket and hand the ticket to Seller #2.

*Seller #2 should PRINT the buyer's ticket number by his/her name on the correct grade list THEN hand the ticket to the buyer instructing him/her to WRITE HIS/HER NAME ON THEIR TICKET.

*At the end of the shift, put the roll of tickets and the student list in the money box and return it to the SGA Advisor.

Ticket sellers must be accountable for the number of tickets sold and the amount of money collected.

DO NOT EXCHANGE TICKETS FROM OTHER DANCES !!!

(large sign for parents when they check in the night of the dance)

PARENT CHAPERONES

- Please check in
- Sign the Parent Volunteer book
 - Pick up your name tag
- Do you have your Duty Station List? If not, please take one.

Thank you !

Offer a half price or free ticket if a student has his/her parent chaperone the dance. The student must return the signed chaperone letter.



Have a hospitality room for the parent and staff chaperones. Have coffee, soda, nutritional snacks and fun snacks. You may even want to have a radio or CD player with classical music!





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