

**DCHS Theatre Company's Spring Musical**  
***The Drowsy Chaperone***  
**Ticket Pre-Sale Form**

- You may accept payment for tickets in cash or by check. Make checks payable to: DCHS Theatre Guild
- Process for sales:
  1. Fill out ticket pre-sale form as follows
  2. **Fill out Ticket pre-sale Receipt and Give to Purchaser! THIS IS VERY IMPORTANT!**

<b><i>The Drowsy Chaperone ~ Ticket Pre-Sale Receipt</i></b>			
Name: _____		Date: _____	
Tickets Purchased:	Picked Up	<b><u>Show Dates (circle one):</u></b>	
ADULT TICKETS (\$10.00 each) X _____ = _____	(_____)	March 8 @ 7 pm	March 9 @ 7 pm
STUDENT TICKETS (\$7.00 each) X _____ = _____	+ _____ (_____)	March 10 @ 2 pm	March 10 @ 7 pm
Total = _____		March 11 @ 6 pm	
<p>Tickets can be picked up from Will Call 30 minutes before the show, and will be held under the name of the student who sold the tickets. All ticket sales are FINAL. However, we will exchange your tickets for another night if possible. If you need to change your reservation after purchasing a ticket, please call (770) 651 – 6574. <b>Please keep this receipt and turn in when you pick up tickets.</b> Sold By Student (Please Print Name Clearly!):</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b><i>*THIS IS YOUR RECEIPT TO GIVE TO WILL CALL*</i></b></p>			

3. Bring money / checks to Mr. Stephens ASAP! **THIS IS EVEN MORE IMPORTANT!** You can bring him the money every day you sell tickets. You do not need to wait until all sales are due to turn it in.
- If you run out of forms / receipts...GREAT JOB! Way to move those tickets! See Mr. Stephens for more forms / receipts
  - All money and orders are due by **March 2, 2018.**
  - “What if I lose the forms / receipts for tickets I’ve already sold?” Don’t lose them. This would be bad.

