

Portland Open Studios

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2008
Events

TOUR GUIDE TRACKING – for EVENTS (2 pages)

Today's Date: _____ Inventory Location: _____

Name of Person picking up Tour Guides from this inventory location: _____

CHECKING OUT Tour Guides (before the event)

Name of Event: _____ Location of Event: _____

Date/s of Event: _____

Who is responsible for the money at this event?: _____ Tele: _____

Who will return unsold Tour Guides to this inventory location?: _____

QUANTITY A (Number of Guides being taken to the event)	
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At the event: Use page 2 of this form to log people, sales & money at the event.
All Tour Guides must be retailed for \$15. Checks made payable to: Portland Open Studios.

TURNING IN unsold Tour Guides (after the event)

Person returning unsold Tour Guides & Log Sheet (page 2 of this form): _____

Person returning the money from sales: _____

Amount turned in: \$_____ To whom: _____

QUANTITY B (brought back)	
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Inventory Control numbers on unsold Guides (if appropriate): _____

QUANTITY C (sold)	
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Amount due (Qty C x \$15): \$_____

If the numbers are off for Guides or dollars, please explain: _____



Event Receipt (the person responsible for the event's sales should fill this out, get it initialed, & then keep)

Your name: _____

Name of person you returned Guides and sales \$ to: _____ Their initials: _____

Event: _____ Today's Date: _____ Amount turned in: \$_____

Qty Checked Out: _____ Qty Returned: _____ Qty Sold: _____

PORTLAND OPEN STUDIOS – Log Sheet for Special Events

Name of Event:		Date:							
		Begin & End Time for Event:							
Volunteer(s) Names:	Time of Shift:	Starting Number of Guides	Starting Cash	Starting Checks		Ending Number of Guides	Ending Cash	Ending Checks	Initials of next volunteer* (taking over)

* Do not leave your post until the next person has taken over for you.

End of Day Tally:

<p>Calculate Money:</p> <p>Add Ending Cash & Checks together & enter here: \$</p> <p>Subtract the amount of cash you started with: - \$ _____</p> <p>Amount of money received : \$</p> <p>Calculate Total Number of Guides Sold:</p> <p>Starting Number of Guides:</p> <p>Number of Guide remaining: - _____</p> <p>Total number of Guides sold:</p> <p>Check your results:</p> <p>Multiply the number of Guides sold by \$15. (Guides sold x \$15 = \$ _____)</p> <p>This amount should equal the amount of money received at the event. If it doesn't, please explain in the Comments column.</p> <p>Please enter your tallies for this event on page 1.</p>	<p>Comments:</p>
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