

## AIA Policies and Procedures Manual

### Tournament: Tickets – Distribution / Sales / Return of Unsold

- Ticket Distribution
  - Ticket roll packets are issued and assigned by numbers printed on tickets.
  - Ticket Distribution page (“Packing Slip”) with *starting ticket* numbers will accompany all tickets.
  - Deposit slips and Quick Business Deposit (QBD) bags are distributed with ticket packets.
- Ticket Sales
  - Each spectator buying a ticket must surrender that ticket to ticket taker who must then tear it in half and retain half. Patron is to retain their half of ticket after entry.
  - Ticket Seller and Ticket Taker must not be the same person, and must be reasonably separated.
  - No checks from patrons are to be accepted at the gate for tickets. A school check may be accepted for bulk purchases.
  - A school or district check may be submitted in lieu of cash deposit by Site Director.
  - All cash receipts for ticket sales must balance to the number of tickets utilized at an event. If not in balance, narrative explanation must be entered on TIER in memo space provided.
  - Any discrepancy in the cash deposited and the corresponding number of tickets used (i.e. sequence numbers used/missing) will be charged against the host school.
    - This charge will be billed to the schools membership account and invoiced directly. This is to assure accountability of all tickets and cash received at AIA sanctioned events.
  - Outside auditors may review hosting tournament sites on an unannounced basis.
- RETURN all unsold tickets to the AIA
  - All unsold tickets must be returned to the AIA Office with a copy of either the Ticket Distribution page or the Ticket Sales pages from the ‘TIER’ (see below) within 10 days.
  - Return tickets to AIA offices at: 7007 N 18<sup>th</sup> Street, Phoenix, AZ 85020
  - The host school is responsible for all tickets issued to the school. Any unreturned tickets may be billed back to the school at face value of ticket. The Site Director’s pay check will be held until all unsold tickets are returned to the AIA office.