

Xscape Theatres Notes Section

Notes Section:
 (Please explain any and all irregular variances for each particular day of the week. Any area that is not addressed that should be will be held against the closing manager. Also please note any special events for each day such as weather or holidays. Closing manager must type in their name on the night that they close.)

Description:
 Comments: Please explain any misc income, special events in area, etc.

Refunds: Explain reasons for high amounts of refunds.

Over/Short: Explain why box and concessions is over or short.

Passes: Explain why there are high number of passes and variance between pass log and passes.

Weather: Describe the weather from that day.

Friday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Saturday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Sunday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Monday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Tuesday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Wednesday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by:

Thursday

Comments:
Refunds=
Over/Short=
Passes=
Weather:
Closing Manager & Daily Payroll Audit(time in/out compared to schedule) by: