

## Billy Geltmaker

---

**To:** Brandywine 14 Theatre; Northgate 14 Theatre; Kevin Gaither (BW14); XscapeJB@gmail.com  
**Cc:** sbagwell (scottb@patokacapital.com)  
**Subject:** SOP - Re-Admit/Pass Inventory Explanations & Overflow Spreadsheet  
**Attachments:** Readmit-Pass Log Overflow.xlsx

### SOP – Re-Admit/Pass Inventory Explanations & Overflow Spreadsheet

It is imperative that a reason is given for every pass and readmit ticket given out and going forward you will need to make sure you are as detailed as possible on the reasons given. For Example on the Readmits sometimes I just see a reason that says "Guest Issue", we actually need to know what that guest issue was for. If you need another log or more room for reasons use the attached spreadsheet for additional room and staple the two together. See the example below, the last line of the inventory has 23 readmits and in the Explanation it says "Per Page 2". Scroll down farther and you will see the second page that lists the dates passes were given out, pass #'s, Qty, and the reasons just like on the main Inventory. This is strictly if you run out of room on the main Readmit/pass inventory logs. Please put this SOP email at the end of section 3 as entry # 16. Please copy the attached Readmit-Pass Log Overflow and put it at the end of Section 2 as entry # 29. I will send an updated table of contents shortly.

Week 1		Tickets Given Out and Why	
Date	Serial #'s	Quantity	Explanation
4/3/15	132-133	2	Different day
4/3/15	134-138	5	Unused tickets
4/3/15	139-141	3	Different day
4/3/15	142	1	Food took too long
4/3/15	143-146	4	Unused tickets
4/3/15	147-148	2	Unused tickets
4/3/15	149-150	2	Lack of seats
4/3/15	151-153	3	Unused tickets
4/3/15	154-164	11	Rude guest in auditorium
4/3/15	165-169	5	Unused tickets
4/4/15	170	1	Loyalty card issue
4/4/15	171	1	Loyalty card issue
4/4/15	172-173	2	Different day
4/5/15	174-177	4	Unused tickets
4/5/15	178-180	3	Unused tickets
4/5/15	181-185	5	Usher mistake
4/5/15	186-189	4	Unused tickets
4/6/15	190-191	2	Tickets not print
4/6/15	192-193	2	Unused tickets
4/7/15	194-216	23	Per page 2
	Total Qty	85	