

## Instructions for LE-34 Bingo Door Count & Income per Occasion

This form is used at every bingo occasion.

### Required Information

- Date of occasion.
- Time of occasion.
- Total number of bingo players.
- Total number of persons paying a door fee, the amount of the door fee, and the total receipts from door fees.
- Total number of master hard cards sold, the price per master hard card, and the total receipts from master hard card sales.
- Total number of extra hard cards sold, the price per extra hard card, and the total receipts from extra hard card sales.
- Total number of master packs sold, the price per master pack sold, and the total receipts from master pack sales.
- Total number of extra packs sold (for each multiple), the price per extra pack sold (for each multiple), and the total receipts from extra pack sales for each multiple.
- Total number of packs sold (masters and extras).
- Total receipts from the sale of packs (masters and extras).
- Total income for this bingo occasion.
- For each manufacturer's serial number in play, record the serial number, the number of cards or packs issued, and the number of cards or packs returned.
- Record the name of the person preparing the form
- Provide the name and signature of the games manager.

### Instructions

1. Enter the date of the occasion.
2. Enter the current bingo-raffles license number.
3. Enter the organization name.
4. Enter the starting time of this bingo occasion.
5. Pack or Card Sales: This grid is intended as an aid in tracking your door sales. Write a number in the boxes in the grid, proceeding to the right and down, to show how many packs or cards are bought by players at the door. There is room in this grid for only 150 players. If more than 150 players participate in your bingo games, use a second copy of this sheet to record the purchases of additional players.
6. Enter the total number of persons purchasing the right to participate in bingo games for the occasion.
7. Enter the total number of people paying a fee at the door, the amount of the door fee, and the total revenue received from door fees.
8. Hard Cards:
  - a. Master: Enter the number of master hard cards sold, the price per card, and the total revenue received from master hard card sales.
  - b. Extras: Enter the number of extra hard cards sold, the price per card, and the total revenue received from extra hard card sales.
9. Packs Sold:
  - a. Master: Enter the number of master packs sold, the price per pack, and the total revenue received from master pack sales,
  - b. Lines b-d. Extras: Enter the number of extra packs sold for each multiple, the price per extra pack for each multiple, and the total revenue received from extra pack sales for each multiple.
  - c. Line e. Enter the total number of packs sold for this occasion.
10. Enter the total income generated at this occasion from hard card and pack sales.
11. For each manufacturer's serial number in play give the serial number, the number of packs issued for sale at the door, and the number of packs returned.
12. Fill in the name of the person preparing the form and the name of the games manager. The games manager must then sign the form.