

Closing

Week: _____
 Site: _____

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Administrative	1	Verify Stock of Ticket Rolls in Box Office							
	2	Ticket Sold Register Filled up							
	3	Ticket Wastage Register Filled Up							
	4	Manual Ticket Register Filled Up (If Required)							
	5	All Registers should be kept in Box Office after Verification							
	6	All Register Updated with MOD Signature							
Cash Closing	7	Cash closing done for all POS Holders							
IT	8	All system logged off							
	9	Printer Switched Off							
	10	EDC Machines Switched Off							
	11	Kiosk Switched Off							
	12	All LCD's switched off							
	13	All Lights Turned Off							
	14	All Fliers Kept Inside							
Signage & Stationery	15	All Promotional Material Kept Inside							
	16	"Next Counter/ Counter Closed" signage should be placed at all POS							
	17	All Stationary checked and stored							
HK	18	Floor Mopped							
	19	Clean POS Screen							
	20	Clean Top Counter							
	21	Clean Under Counter							
	22	Clean Wooden Drawer							
	23	Clean Box Office Signage							
	24	Clean Front Counter							
	25	Clean Kiosk							
	26	Clean LCD Display							
	27	Clean Poster Boxes							

Signature Signature Signature Signature Signature Signature Signature