

- Enter Guest Orders
- Deposit guest checks
- Add Host and Guest email addresses to address book
- email Host and Guests any requested information
- Include Bookings
- Enter Host's order and payment
- Balance show
- Transmit show
- Print receipts for Host and outside orders
- Host Thank You letter
- Mail receipts and letter to host
- Enter Show expenses in PP
- Verify Show delivery with Host
- File show

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