



## **Job Description: Ticket Sales Table Manager**

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### **VOLUNTEER POSITION:** Benefit Auction Ticket Sales Table Manager

**TIME COMMITMENT:** Typically 5 hours, arriving onsite by 5:15pm and staying until you have submitted the cash box to Jason Roder.

1 Hr **SETUP:** Hourly Schedule for managing this station in crate with ...

**Cashbox:** Pens, 10-20 Envelopes, Post-its

10x \$5 bills

20x \$1 bills

**Tickets:** In labelled Envelopes

Bar Drink Tickets

50-50 Raffle Tickets

Pick-a-Prize Raffle Tickets

3 Hrs **MANAGING** the TICKET SALES TABLE & other VOLUNTEERS:  
Selling tickets & providing oversight of the roaming ticket sellers for the 50-50 and/or Pick-a-Prize Raffles. There should be 2 people at a time managing the sales, in 1 hr shifts. **NOTE:** Money collected for 50/50 must be kept separate from the rest of the money.

1 Hr **CLOSE:** When the Bar closes, put all back in the crate ...

**Cashbox Envelopes:**

1. Startup Cash Equivalent

2. Cash collected for Bar Sales

3. Tickets collected at the Bar

4. Cash collected for 50-50 Raffle and remaining after  
awarding the prize to the winner

5. 50-50 Winning Ticket, labelled w/ winner's name

6. Losers' Raffle Tickets

7. Cash collected for Pick-a-Prize Raffle

8. Winning tickets labelled w/ winners' names

9. Losers' Raffle Tickets

**Unsold Ticket Rolls – turn into school administration**



**DESCRIPTION:** See above

Responsibility for (1) the cash and tickets being sold, (2) Setup and Close, (3) the first hour managing the sales at the table, (4) oversight of the roaming ticket sellers.

**GUIDELINES:** See above

- Setup the Ticket Sales Table
- Manage the ticket sales table for the first hour so you are familiar with the process and make sure the other volunteers rotate in a timely manner (see the evening's schedule)
- Instruct other volunteers of their responsibilities during their shift of managing this station (see above), answer any questions
- Let others know where the location of your table seating so they can find you if they have questions.