

Prize Table

- All prizes displayed on table
- All prizes are numbered
 - As prizes are chosen write down the numbers in order chosen
 - Also write M or F (we want to start to learn who likes what best)
 - For gift cards & certificates just put (the company name) & M or F
- Ask their name, write it on a tag, attach it to their prize and place it on the table behind you for pick-up after the event.

NO TRIVIA THIS YEAR!!

Best costume votes turned in 8:00PM ****Note you will have women dressed as men characters and men dressed as women characters. So find the correct character name & initial to see which side they go on even if placed in the wrong pot or written on the wrong voting slip LOL!****

- **Women's best costume**
 - You'll have a tally sheet to add up votes
 - Write the winners name on the Coordinating paper (along with number of votes)
 - **Men's best costume prize**
 - Write the winners name on the Coordinating paper (along with number of votes)
 - You'll have a tally sheet to add up votes

8:15 STOP-NO MORE PRIZE DRAWINGS or once we've given away 40!

- **Then you will pack up all the prize give-a-ways off the table**
- **You will display the Grand prize signs as well as the matching envelopes for winners to pick up**

8:15 Hosts will announce raffle winners & silent auction winners

8:30 Hosts will announce the Grand prize donors

Get winners to the Hosts prior to 8:45 winner announcement

- Convert your prize table to Grand prize table
- Pack up all the prizes left in the tubs behind your backdrops
- Place all the Grand Prizes onto the table for our winners to choose their prize!
 - You'll need to go through and pull out all the correct accusations
 - Count how many got it right
 - Have Jeanette or Larry pull a name (winner)
 - Once names are announced they will come to your table to choose a grand prizes:
 - Accusation First then

- Women's best costume chooses next
- Men's best costume chooses next
- Host will draw a final NAME for the last grand prize to give away at end

END OF NIGHT BREAKDOWN

8:45: After grand prizes have all been chosen

- Get tubs from behind your backdrops to pack up

9PM: If table cloths are not dirty please fold and place in tubs (if dirty make a pile to be collected)

- Prizes should already be packed up.
 - **Please also put your prize worksheet into Jeanette's pink rolling suit case**
- **Backdrop stands:** Please lower each side to bring the top bar down
 - Make a pile of clips to be collected
- Backdrops are to be folded and placed back into their bags with matching picture (in tubs behind)
- Collapse the side inside itself (**Do not take the sides apart**) and put into bag, unscrew and take apart the top bar (make sure to screw the fly nut back onto the side posts)
- Place all pieces of one stand into one bag, TAKE ONLY ONE STAND APART AT A TIME AS TO NOT MIX UP THE PIECES.
- Stack all your tubs and items outside the room into the main area for collection

