

JC Mandatory meeting notes

- ❖ New location: at the Tucson Mall near the old Sears (park between Sears & JC Penny parking lot)
- ❖ Event at Catalyst Creative Collective
- ❖ Doors open at 4:30 event starts at 6PM
- ❖ We will be setting up the day of the event
- ❖ Everyone needs to arrive by 4PM, to get into costume and familiar with your area prior to guests arriving.
- ❖ On your procedure pages everyone has **End of night breakdown** directions please follow this it will make the breakdown go quicker.
- ❖ In the guest email I have asked them to please not bring \$100 bills

❖ Check-in

- Name tags will be already in the plastic sleeves
- Their prize ticket will be split an in the back of their tag
 - You will place half in the prize bucket (leave theirs “keep this ticker” in the name tag)
 - Each guest will have a wrist band, you will put this on (do not just hand it to them)
 - You will also place the small paper with their name into the final Grand prize bucket
 - Programs will already be at the tables
 - You will still have the vegetarian signs to give
 - Make sure they put their tag on immediately (this is how the volunteers know where to seat them.)
 - Direct them to the left to the Theme backdrop for photo and for volunteers to seat them
- After check-in you will need to clear the table (souvenirs will be using it)
- Any guests who have not checked in, their info will go to the card table by entrance & Marcia will check in late guests

❖ Souvenirs

- You will sell T-shirt like last year
- You will also sell Horror/murder glasses (these can be set out on the check in table when they leave
- I will have samples of all T-shirt styles and sizes on a stand for people to hold up to check size
- You will process cash if they want to pay with CC send to table next to you

❖ Credit Card Charges

- You can process credit cards for everything and anything accept 50/50 raffle (50/50 is cash only)
- NO SILENT AUCTIONS THIS YEAR
- If a guest needs to use Tap for their bar purchase they must come to you
- The bar will have their own cc square machine but old style so no TAP option.
- No longer charging \$2 per item, we are charging a **service fee of 4.6% on the total purchase** (this is way less expensive for the guests)

❖ Desserts

- There will be a sign on your door stating Rivendale is closed till later
- You will set up the food displays when you arrive
- You will start setting up the desserts as diagramed
- At 6:45PM I will come take pictures and open the doors to the guests
- You will have a backstock table to be able to restock your desserts

❖ Prizes

- Your area is the same as last year
- Except: we will not be doing the Trivia!!
- You will have tags to put the guests name on the prize so they can pick up at the end of the night

❖ Spirit Pull

- You will sell card drawings for \$20
- They can use credit card, you send them to Smaug's Riches backdrop
 - when they pay by credit card they must hand you a card "**I paid by Credit Card**" (put in the cash box) which will show you the amount of tickets they purchased
- You will also tag bottles with winners name to pick up at the end of the night
 - They are not allowed to open them per our liquor license, so they may pick them up at the end of the night
- You will give them a card "**I Got Spirit at the Spirit Pull**", as throughout the night we may ask for them to prove they did the spirit pull so they will need to show this card

❖ Raffles (No Silent Auctions)

- Your tickets will be...
 - **3 for \$5 , 9 for \$10 or 20 for \$20**
 - We will have them already in groups for easy sales (each will be a different color)
- If they want to use Credit card send them to the Smaug's Riches backdrop to the right of the entrance door
- when they pay by credit card they must hand you a card "I paid by Credit Card" (put in the cash box) which will show you the amount of tickets they purchased
- At 8:10PM you will bring all the raffle tubs and items to the buffet tables In the Shire by the hosts for winner drawings
- You will wait by the table and check tickets as winner come to claim items, then send them to the theme backdrop for winner photos

❖ 50/50 Raffle

- **Cash only** as normal
- **Tickets 7-\$10 or 20-\$20**
- We will have them already in bundles for easy sales (7 ticket run will be red, 20 ticket run will be gold tickets)
- Make sure you have the bank amount in the cash box prior to splitting the winning money
- You will bring both the 50/50 tub and the winning envelope (with the amount written on the outside) to the hosts

❖ Bar

- **Everyone you serve must show their wrist band**
 - We will be in the mall and people could walk in
- You will have a Credit Card machine (but it's older they cannot do TAP payments here)
 - If they want to do **TAP payment** send them to **Smaug's Riches (to the left of where you are facing)** they will process their payment
 - They will be given a card stating "**I paid by Credit Card**" and have a picture of what they have purchased
- You will need to make sure you process both cash and credit card purchases through the square register (if you think you will need help let me know now)

- So that the inventory of beer, tea, soda, etc. stay up to date so that you or and the credit card table do not over-sell an item. I will have quantities in the system.
- You will have four theme drinks all without alcohol
 - They can add a shot of alcohol for an additional \$5
- You will have a sign facing you with the drinks and their garnishes
- You will have coolers of ice and drinks

❖ **Security**

- Marcia will be our door security (retired detective)
- After Check-in you will grab a ladder (stashed at the bar) and switch the door backdrop to face inside the event
- Check-in will bring any guests info who did not check in, incase they show up late
 - You will need to bring their prize and grand prize tickets to the hosts as they check in late
 - Direct them to their table number
- You may have people coming in for the paint class beside the bar (These are the only non event people who are allowed in)