

Spirit Pull Tables

- To get a card they must **pay \$20 (cash or Credit Card (CC has fee))**
- Take the money (put in the money box, you have a **starting bank of \$100**)

They **can pay by Credit Card**, send them to the Credit Card Table by the entrance there is a **fee**

- Credit card table will give them a “I paid by credit card” card which will go into your cash box with the profits (Place this in your cash box just as you would \$20 cash)



- Hold up the bucket with all the cards inside let them choose a card
- If they need it, help them match the card to a card on a bottle
- When the match is found, take both cards & bag and place them the spirit pull box provided
- Ask for their name: Write their name on a white tag and tie it to the bottle for them to pick up at the end of the event **(They cannot open them during the event it is against our liquor license)**
- **You will give them a card, “I Got Spirit at the Spirit Pull”** They will need to show the card sometime in the night to show they participated!
- At the end of the evening give out bottles (remind hosts to announce this)

END OF NIGHT BREAKDOWN

- 8:45: Start packing up unbag all bottles and place them into the divider boxes
 - Set wine racks on floor to remove table cloths
- 9PM- Take off your table covers (if dirty place in a pile on floor to be collected)
 - 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