

THE 31st ANNUAL LORD TENNYSON HALLOWEEN HOWL TICKET AND GAME CARD SALES

Entrance

Selling entrance tickets and game cards

Preparation:

1. Two weeks before Howl, send email to Class Parents for volunteers to sign up, as follows (change dates and put in name and email for coordinator).

Notice sent to all parents via PAC email:

Avoid standing outside in the long line-ups and buy your entrance tickets (\$5 each; pre-schoolers free) and game cards (\$5 each) before the Howl Friday October 27th. Tickets will be on sale at drop off and pick-up from Tuesday Oct. 24 to Thursday Oct. 26.

Pre-sale tickets will be on sale:

Tuesday – Friday morning from 8:45 – 9:15 a.m at the back of school under the covered areas

Tuesday – Thursday afternoon from 3:00 – 3:30 p.m, the front steps or lobby if it's raining.

If you're free to volunteer to sell Howl Tickets and Game Cards for any of the times (or on the night of the Howl), please sign up on the link through MunchALunch.

Logistics of ticket sales

2. Request \$300 cheque from PAC Treasurers for float. Go to bank and cash it for \$200 in \$5's and \$100 in \$10's.
3. Contact Howl Coordinator to make sure tickets and game cards will be printed and ready for Monday, the week of the Howl. Typically they are kept in a box in the photocopy room, high on the shelf.
4. Print a few copies of signage on orange paper (attached document) and one copy of tally sheet (use PAC photocopy code).
5. Obtain two cash boxes (from PAC room) – large one for Main Ticket Sales and small one for Game Card Sales in gym.
6. Email volunteers for selling in the mornings and after schools, directions on what to do, as follows:

Hello _____ (parent volunteers),

Thanks for volunteering to help sell tickets in the morning/afternoon.

Some general things to note:

Entrance tickets are \$5 and game cards are \$5 – preschoolers are free. Game cards are used to enter various rooms and play games therein. Game cards will be sold in the gym from 7:00 pm onwards, for those wondering about buying more later. Also friends/siblings can share a game card. Any unused squares will be tallied for prizes.

The cash tin (with float of about \$100 in \$5's and \$10's) will be kept behind the secretary's desk in a filing cabinet. Ask secretary or Mme. Lavoie for it. Please keep a running tally of how many of each you sell on a sheet in the tin. Please give all buyers and anyone who would like, a map/schedule of the event.

The signs with prices/advertising on them are taped to the Bravo Billets/Tenny Tiger round table. I simply move the boxes, tiger and cloth to the small table beside the office. I then take the table outside on the front entrance so I'm visible to parents who are dropping off/picking up. If it's raining, set up inside across from the office.

Once you're finished, simply return everything to places you've taken them from and you're done.

Any questions, please ask.

Many thanks for helping,

_____ (coordinator)

Pre-Selling Tickets and Game Cards

Week of Howl, coordinator sells Monday afternoon (2:45 – 3:15 pm) to peak interest. Tuesday – Thursday morning sales (8:45 – 9:15 am) and afternoon sales (2:00 – 3:00 pm and 3:00 – 4:00 pm). Generally too quiet for selling after 4 pm. Coordinator to fill in for any missing shifts and helpful to be on hand Thursday as busiest shifts.

Float should be \$300 float (60 x \$5's)

1. On Monday afternoon set up round table (use the one with Tiger & Bravo Billets on it) outside on the front steps, with signage of prices taped to it. Begin selling.

Notes on questions asked:

- pre-schoolers are free
- volunteers obtain their 'volunteer ticket' at set up Thurs/Friday (from Howl Coordinators) or enter volunteer entrance Friday night (names are on sign-up list)
- volunteers for Sat clean-up enter through volunteer entrance and/or obtain a volunteer ticket from Ticket seller
- volunteers for 2nd shifts get volunteer ticket from Ticket seller
- Quebec food volunteers need a ticket to enter Howl
- Cake makers need a ticket to enter Howl
- Additional game cards are for sale night of Howl from main Ticket seller and in the Gym from 7 pm onwards
- cash only; if odd cheque is written it should be made payable to LT PAC

2. Coordinator comes by each shift of selling to take large bills (\$20's and up) and any extra money, leaving only \$100 float for the next shift.

3. Replenish entrance tickets and game cards from main supply in photocopy room (top shelf in a box).

4. Total numbers on tally sheet - generally sell about 250 entrance tickets and 150 game cards in pre-sales. Total money on an envelope in amounts (___ x \$100; ___ x \$50; ___ x \$20; ___ x \$10, etc.) and subtract the amount of float.

5. Hand over money and tally sheet to Howl Coordinator during set-up either Thurs. evening or Friday afternoon.

6. If insufficient \$5's and \$10's for the \$500 float needed for Howl Night, go to the bank to obtain more \$5's (usually). Set aside float for Main Ticket sellers.

Howl Night – Selling Tickets and Game Cards

1. Between 2:00 and 6:00 pm come for 30 mins. to set up canopy/tent, table, chairs, signage and lights (extension cord) outside in front of school. Take extension cord and feed it through office window (unlock window) and plug into socket. Put 2 empty cash boxes on table.
2. Provide Main Ticket sellers with entrance tickets and game cards and \$500 float (\$300 in \$5's, \$200 in \$10's). Remainder of tickets and game cards can be kept in photocopy room, in a box on the high shelf.
3. Come by Main Tickets Sales and take large bills every half hour (6:30 pm, 7:00 pm, 7:30 pm) and replenish entrance tickets and game cards as needed.
4. At 7:00 pm Gym Game Card Sales volunteer comes to the Main Ticket seller to obtain cash tin, game cards and \$100 float (\$5's and \$10's).
5. Check in with Gym Game Card seller half way through shift to replenish game cards and take large bills.
6. At 8:30 pm Gym Game Card seller returns cash tin to Main Ticket seller or coordinator.
7. At 7:30 pm move Main Ticket sales into the entrance of school, to be combined with Door Stamper. Put sign on table outside indicating sales are at the front door.
8. At end of Howl hand over cash in an envelope to Howl Coordinator along with remaining entrance tickets and game cards.
9. Send thank you email to all helpers (check google doc for addresses) for pre-sales and night of Howl.