**Main Entrance Table Duties**

TICKET SALES

1. **Welcome** all visitors with a smile!

2. **Sell tickets** to the show $10 (kids 15 & under free with paying adult)

 Cash (use marker to check large bills)

 Card (see instruction sheet)

 *Check (only to Guild members)*

 Give them their **wristbands**

*2.1 You can include Opportunity Quilt tickets and Basket tickets and give the visitor a token to take to those stations. Minimum card amount is $10.*

3. Give wristbands to those who purchased **Online Tickets.** A sample email receipt is in the binder.

4. **Hotel Question** Ask all visitors if they stayed in a hotel last night or will this night.

 Ask those who did or will stay in a hotel to complete the form on the clipboard.

 Thank them! This is important for our grant from Visit Tallahassee.

5. Give them a **Program**

6. Mention **viewer’s choice voting** and point them toward the ballots and pencils if they are interested.

SPONSOR & VENDER CHECK-IN

1. SPONSORS get wristbands based on their level of sponsorship. Please check the sponsor sheet when you give them their wristbands.

2. VENDERS may have several people working their booth. Give them all a wristband each day.

**VOLUNTEER** CHECK-IN

1. If a person has a volunteer shift they will be working that day, give them a volunteer wristband and check them in on the volunteer sheet.

2. If a person is on the list to work on Tuesday, give them a wristband and check them in for their Tuesday shift.

3. Some volunteers will get their wristbands on Friday because they worked Friday or the previous Saturday. But if someone worked the previous Saturday and didn’t work Friday, check them in on the previous Saturday sheet and give them a wristband.

4. Give volunteers a **VOLUNTEER BADGE** to pin on.

**QUILT SALES** *(buy now, pick up Monday or Tuesday)*

All quilts that are for sale are in the Quilts for Sale binder, alphabetic by title of the quilt.

Instructions are on the front cover of the Quilts for Sale binder.

We will take checks for quilt sales with a valid driver’s license number.

Bed sizes are listed on the back of the binder.

**SAFEGUARD MONEY**

Do not leave the cash box unattended. If you are alone at the entrance table ask the person at Opportunity Quilts or Baskets to cover for you if you need to take a “comfort” break.