**C-U IN THE PRAIRIBBEAN XIV**

**VOLUNTEER INFORMATION**



# GATE

*Please note: Volunteers are NOT allowed to consume alcoholic beverages during their volunteer time per the City of Champaign. We have been advised that city officials will be monitoring the gate and any volunteer found consuming alcohol at the gate will be subject to a $500 fine.*

*No Pets Allowed – If someone states the dog is a service dog, we are not allowed to ask them to produce paperwork proving this. They will be allowed to attend.*

***Entrance Gate –*** Volunteers selling tickets will be working at the gate area taking money and making change, plus distributing the event tickets being sold. We prefer cash at the gate to keep lines moving, but we will also accept debit/credit cards, if absolutely necessary. There is an ATM machine just around the corner from the event location, between Kofusion and M1. Tickets are $10 each. If someone wants to use a credit card in enter, send them to WILL CALL to purchase their ticket. The gate will be open during the entire event, 5pm to 11pm. If you have any questions, call someone on the contact list.

***Wristbands*** - Everyone must have an event ticket including volunteers. Patrons must enter through the gate with their ticket. Volunteers will be stationed at the gate entrance collecting ticket stubs and placing event wristbands on guests (alcohol/non-alcohol related wristband information below). Only people with a ticket will be allowed to enter. (Will Call will be handled differently this year, and this is described in the Will Call section of this information.) Detach the ticket stub and give the rest of the ticket back to the guest. Please be sure to point out the coupons on the back of the event ticket, and encourage them to visit our participating sponsors. Once a patron has a wristband, they may leave and return to the event without an additional charge.

All guests will receive either an alcohol/non-alcohol by security staff; those under age 21 will receive a different color wristband than those over age 21. Security staff will be at the gate to check the patron ages. EIPHC event staff will do periodic visits to minimize the amount of cash at each gate location.

***Ticket Prices*** - The ticket price is **$10 per person** and will be charged until the band ends at 10:45. Use your discretion if an individual or group has small children (parents may not want to pay for small children), etc. We do not have a set age limit for children where a ticket is required. Remind individuals that the event is a fundraiser and that all proceeds go to DSC.

If there are concerns, please do not hesitate to call someone on the contact list.

***“Will Call”*** This year, there will be envelopes with the person’s name and the entry tickets will be in the envelope. These tickets have already been paid on line or via credit card. Follow the same procedure with these tickets. Detach the stub and give the rest of the ticket, and encourage them to visit our participating sponsors. Give them an event wristband, and put the stub into the collection holder.

If someone wants to use a credit card to enter, you will have a cell phone with the square available. Follow these instructions:

1. Write the person’s name, phone number, number of entry tickets purchased on the log sheet by the phone.
2. Touch the Square app
3. Hit the “event ticket” choice. If there are three people entering, you have to hit it three times to charge for each.
4. When you have the correct amount entered, swipe the credit card.
5. After it processes, be sure to have the person sign it.
6. It will then ask if the person wants an electronic receipt. Follow the mobile or email prompt if they are interested.
7. If they are not interested, hit “no thanks” and you will be back to your original screen.

**If you make a mistake while entering the amount:**

1. Touch the “Current Sale” at the top of the screen.
2. Then, touch the drop down arrow at the upper right hand side
3. Touch “Clear Items” and you can start all over.

If you need any help with the Square, contact Janice McAteer, Evan Burie, or Connie Walsh

**Please be sure the device stays pulled into electricity.**

If there is anyone coming through the Will Call line who does NOT have an envelope with their name on it, please contact Carol Kamradt or Evan Burie. If it’s a band member’s guest, please contact Todd Lindsey. All phone numbers are listed on the contact list.

# There will be a sign posted stating = No pets/only service dogs are allowed.

# Coolers or weapons are also NOT allowed in the event.

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**CONTACT LIST**

CONNIE WALSH—217-493-0930

JANICE MCATEER – 217-898-5117

SUE OUTLAW—217-722-4212

JULIE SKINNER—217-260-1345

JIM BORROR—217-377-4511

TODD LINDSEY—217-493-9078

KAREN KALAL—217-369-3591

EVAN BURIE—815-979-3493

CAROL KAMRADT—217-621-5281

STEVE KAMRADT—217-621-0851

DENISE REID—217-549-3633

**ATM AVAILABLE OUTSIDE BETWEEN KOFUSION AND M1**

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# MISC. INFORMATION

Jim Borror will be responsible for coordinating the volunteers. Any questions regarding shift assignments or locations should be referred to Jim. Anyone who has not been relieved when their shift is complete should contact Jim Borror or Julie Skinner right away.

There will be volunteer lists posted at each volunteer station with cell phone numbers for the Chair(s) of that area. Any questions or concerns, please contact someone right away. Each area Chair will be responsible for overseeing their event area and the closing of that area.

Please make sure all materials are collected and returned to EIPHC Captain Sue Outlaw. She will ensure that all items are returned to the appropriate place.

Connie Walsh, Carol and Steve Kamradt will periodically throughout the evening be collecting money from all areas and will try to help keep an eye on shifts changing over.

If you have any questions, please don’t hesitate to ask! Thank you for volunteering. We couldn’t host this huge event without everyone’s support and assistance. We do **“Party with a Purpose”!!!**

**C-U IN THE PRAIRIBBEAN XIV**

**VOLUNTEER INFORMATION**



AUCTION

*Please note: Volunteers are NOT allowed to consume alcoholic beverages during their volunteer time per the City of Champaign. We have been advised that city officials will be monitoring the event and any volunteer found consuming alcohol will be subject to a $500 fine.*

***Auction: Early shifts*** (prior to the 9pm closing) - watch over the auction items and make sure no one is tampering with any of them. Answer any questions guests may have about the baskets or bidding process. *Please note that baskets SHOULD NOT be unwrapped to inspect contents*! Any questions about the contents should also be referred to Karen Kalal, Denise Reid, or Jenny Garinger, Auction Co-Chairs. Encourage guests to bid! We will accept cash, check or credit cards.

***Late Shifts*** (9 pm closing to 10:30) - assist with the closing of the auction area, security of auction tent and contents, collection of funds and distribution of baskets. Volunteers will need to assist with the recording of transactions as they are completed. Volunteers may be asked to check ID in the event that a basket contains alcohol. *All baskets containing alcohol will need to be escorted from the fenced event area by our volunteers.*

There will be a poster with price and details spelled out for each auction item.

# There will be extra personnel from EIPHC assisting with closing the auction. This is necessary to help escort guests from the Auction tent and ensure that no one writes down bids after the Auction closes.

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**ATM AVAILABLE OUTSIDE BETWEEN KOFUSION AND M1**

**C-U IN THE PRAIRIBBEAN XIV**

**VOLUNTEER INFORMATION**



# CASH RAFFLE

*Please note: Volunteers are NOT allowed to consume alcoholic beverages during their volunteer time per the City of Champaign. We have been advised that city officials will be monitoring the event and any volunteer found consuming alcohol will be subject to a $500 fine.*

***Raffle Ticket Prices*** - $5 each or 5 tickets for $20. Buyers need only to write their name and phone number(s) on the ticket stub. Additional information is encouraged, but not necessary.

***Cash Raffle, Roaming*** – Volunteers should move through the crowd and sell raffle tickets to guests throughout the event. Point out the great coupons on the back of the tickets and how buyers will get their money back and more just by using a coupon or two. They are also entered in the drawing for $2,500!

Cash Raffle Roaming volunteers should meet at the Raffle Booth for shift changes, and to pass supplies to the next sales person.

***Cash Raffle Booth -*** Selling cash raffle tickets at the booth located near the auction tent, collecting money and making change, having the buyer complete their contact information (name & phone number only) on the ticket stub, detaching the stub from the ticket and returning the large part of the ticket to the guest. Please be sure to point out the coupons on the back of the ticket sponsored by our very generous sponsors and suggest to the guests that they visit our participating sponsors.

If someone wants to use a credit card to purchase their tickets, you will have an i-Pad with the square available. Follow these instructions:

1. Touch the Square app
2. Hit the “Raffle” choice for purchasing one ticket, hit the “Raffle 5” if they are purchasing 5 for $20. If someone wants to purchase three tickets, you will have to hit the “Raffle” choice three times to charge them for each. If someone wants to purchase 10 tickets, you will need to hit the “Raffle 5” button twice to charge them for all 10.
3. When you have the correct amount entered, swipe the credit card.
4. After it processes, be sure to have the person sign it.
5. It will then ask if the person wants an electronic receipt. Follow the mobile or email prompt if they are interested.
6. If they are not interested, hit “no thanks” and you will be back to your original screen.

**If you make a mistake while entering the amount:**

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3. Touch “Clear Items” and you can start all over.

If you need any help with the Square, contact Janice McAteer, Evan Burie, or Connie Walsh

**Please be sure the device stays pulled into electricity.**

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**VOLUNTEER INFORMATION**



# FOOD TICKET SALES

*Please note: Volunteers are NOT allowed to consume alcoholic beverages during their volunteer time per the City of Champaign. We have been advised that city officials will be monitoring the event and any volunteer found consuming alcohol will be subject to a $500 fine.*

***Food Ticket Sales –*** Food vendors will only accept “tickets” for payment at their food trucks. This will enable a percentage of the sales to be donated to DSC. Tickets will be sold $1/ticket, and signs will be posted with the required number of tickets for each vendor’s menu items.

If someone wants to use a credit card to purchase their tickets, you will have an i-Pad with the square available. Follow these instructions:

1. Touch the Square app
2. Hit the “Food Ticket” choice for purchasing one ticket, hit the “Food Ticket 10” if they are purchasing $10 worth. If someone wants to purchase three tickets, you will have to hit the “Food Ticket” choice three times to charge them for each. If someone wants to purchase 20 tickets, you will need to hit the “Food Ticket 10” button twice to charge them for all 20.
3. When you have the correct amount entered, swipe the credit card.
4. After it processes, be sure to have the person sign it.
5. It will then ask if the person wants an electronic receipt. Follow the mobile or email prompt if they are interested.
6. If they are not interested, hit “no thanks” and you will be back to your original screen.

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**Please be sure the device stays pulled into electricity.**

*There are no refunds on ticket sales!*

There will be a signed posted which states: Food Tix NOT good for alcoholic drinks.

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# MEMBERSHIP/MERCHANDISE

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***Membership/Merchandise -*** This table will have volunteers from EIPHC. Volunteers will provide information about EIPHC and explain what we do and who we are. Encourage individuals to join EIPHC and tell them that by paying for membership at the event, their membership will not have to be renewed until the following renewal period which ends 11/30/19.

Some out of date, C-U in the Prairibbean t-shirts will be available for sale to anyone at $10 each. In addition, EIPHC can koozies for sale at 2/$5 or $3 each.

ALL VOLUNTEERS SHOULD CHECK IN FOR SHIRTS, LANYARDS, AND NAME TAGS, OR WITH ANY QUESTIONS CONCERNING VOLUNTEERS.

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# 

# EVENT MORNING SET UP

**Breakfast** – Volunteers will be meeting at Sammy’s at 8:00 am for breakfast. Setup will begin at 9:00 a.m.

***Morning Set Up*** – Volunteers will assist with the set-up of tables, decorating auction tent and cash raffle booths, entrance areas and other areas, as needed.

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**Updated 8-1-18 (JM)**