Greeter/Raffle Coordinator

Day of the show Duties.

***NEW POSITION*: Raffle Manager/Greeter/guestbook, raffle ticket seller (need two people).**

- Purchase rolls of tickets if needed (minimum one for cashier's table, one for the greeter's table, and a roll of 50 tickets for any other ticket sellers (as deemed needed by the Raffle Manager). Provide $50 in change for each ticket seller and collect the raffle money from the sold tickets at the end of each day; collect the additional $50 at the end of Show. Remind them to have a secure place to store money (like a waist pack or?)
- Check over the raffle bags and place them at each booth
- Collect the bags along with the corresponding raffle items to conduct the drawing on Sunday at 4 pm in the small room and instruct each artist to contact the winner and arrange for delivery/pick up (preferably before close of show.)
- Instruct all who are selling raffle tickets to ask ticket purchasers to write their names and phone numbers on the back of the ticket. Provide a few pens for their use and invite them to visit each booth to see what each artist is raffling.
- Provide a sign about raffle tickets (pricing, drawing time on Sunday and "need not be present to win") for any artists who are selling tickets at their booths, for the cashiers' table, and for the greeter's table.
- Create and display a large sign with the Show Events (raffle drawing, hours, etc.) on the tall round table (or large square table) in the entryway

In addition to the above responsibilities, those two members are invited to occupy the entry way space for both days of the show. duties will be to greet visitors, secure emails from visitors, sell raffle tickets, and generally promote Artists United. In exchange their booth area will be free of charge and they will get four grids and up to two tables to display their artwork and those materials needed to

complete their duties.