

## **BOARD APPROVED RULES FOR SELLING TICKETS**

1. All ticket sales will be handled by the Ticket Committee. Each “ticket selling team” shall consist of 2 or more approved sellers. The Event Host, should firm up the dates of ticket sales for his/her event with the Ticket Committee Chairperson.
2. The EC will be responsible for ordering the tickets and getting them to the Ticket Committee Chairperson in a timely fashion.
3. Tickets sales for an event will start on the 3rd Monday prior to the event date and continue for the following 2 Mondays prior to the event date, in the ballroom.
4. Ticket sales will begin at 5PM and continue until 6:00PM.
5. The first 2 Mondays will be for ticket sales to HOA members only. The third Monday will be for HOA and Non-HOA purchasers. The ticket price will be twice the HOA price, for Non-HOA purchasers. Non-HOA or outside guest tickets must be purchased by a Crane Lakes Resident.
6. Guidelines for ticket sales:
  - A. Week one, the Ticket Committee Chairperson, will give the sales team(s) a bag containing a cash box with \$50 start-up cash, a pack of Post-Its, a seating board and the actual tickets to be sold. The first week of sales, 2 ticket selling teams will be in place. These sales teams will set up in the conference room prior to sales starting.
  - B. The EC can purchase up to 8 tickets for the event team at one table; these tickets must be paid for prior to the start of any open ticket sales. The event team members must all be HOA members.
  - C. Purchasers may begin to line up in the ballroom in an orderly fashion starting at 4:30PM, numbers will be handed out at 4:45. The Membership Representative will call out a number to check membership status. Once cleared that purchaser will move to the conference room to purchase tickets.
  - D. Each purchaser is allowed to purchase up to and ONLY 8 tickets once their HOA membership has been confirmed. No additional tickets can be “saved” for future sales. If you want more than 8 tickets for your group, then you will need a second HOA member to come with you to buy the additional tickets.
  - E. The individual ticket holder’s full name must be written on the back of each ticket. The post-its will be used to indicate the location on the seating board by writing the persons last name and the number of tickets for that person (ex. Smith-2), and posting it on the corresponding table. When a table is full, indicate it by writing “FULL” on the post-it for that table.
  - F. Collect the correct amount of cash or check.
  - G. On week 3, it is important to keep track of HOA and Non-HOA sales separately in order to balance your money.
  - H. The sales team will take a picture of the board (incase any post it notes get lost) and will bring the cash and checks to the Ticket Committee Chairperson within 24 hours. Keep your start up money to use for the next week of sales.
  - I. The Ticket Committee Chairperson will be responsible for preparing the report (*Attachment 6*), and submitting that report and the money to the HOA Treasurer before Thursday of that week. The number of remaining tickets will be reported to the E-Blast coordinator at the end of each night of sales.

J. On the last night of ticket sales, everything that was in the bag along with the seating board will be returned to the Ticket Committee Chairperson, along with any unsold tickets.

K. There are no refunds on tickets.

L. After the final night of ticket sales, any unsold tickets are to be returned to the host. The final cash deposit returned to the HOA Treasurer.