

Chances - Operational Procedures

Opening Rules

1. Arrive at fair grounds at **5:30 PM**. All volunteers are asked to park on the grass near the North entrance of the church. You will be charged \$2.00 to park, which can be reimbursed at sign-in.
2. Go to the side of barn to the information booth to sign-in and receive a food coupon (for a minimum 4 hour shift), as well as a reimbursement for parking. You will also receive a nametag, which must be worn at all times. The soda tents will give you bottled water all night (while you are working) when wearing a festival nametag.
3. Go to festival bank (in the Parish Office) for your start-up money, aprons, and plastic deposit bags.

NOTE: Briefly show the 2nd shift volunteers what to do if they are not familiar with the booth.

Play/Operation

1. **Chances (Baskets)** - Individuals will purchase a chance on any basket they wish. They are to fill out a chance ticket, and place the ticket into the appropriate bin. They are to pay you for the chance. The winning tickets will be chosen late on the last night of the festival. The winner will then need to be contacted to pick up their basket.
2. **Chances** - Individuals may purchase chances to win the grand prize. As above, the winning ticket will be chosen late on the last night of the festival.
3. **50/50** - You will also be selling chances for 50/50 each night. The winning ticket is chosen each night. The winner receives 1/2 of the money collected that night.
4. **IMPORTANT: You are not to leave the tent with your money belt on.** You need to give it to one of the other workers to wear. Don't lay the belt on the shelf with money in it.
 - a. During the night Security will come to collect extra cash. Please give them all extra money in the plastic deposit bag. It is not necessary to count or record the deposit, the festival bank will take care of it.
 - b. If you need change any time throughout the night, ask a security guard. If security is unavailable and the booth is fully staffed, you can go to the festival bank and receive the required denominations. It is not necessary to bring any money with you, as the change will be deducted from the booth's proceeds.

Additional General Rules:

1. Festival campus is now a non-smoking campus. There is a designated smoking area near the beer and wine garden.
2. If someone falls or gets injured, please go immediately to the sign-in booth and ask for an incident report – to be completed by festival personnel.
3. Strobe lights will light up if there is an unusual emergency for example, a lost child. Wait to find out the details from a security guard.

Closing Rules

1. At the end of the night, the aprons and cash go to the bank.
2. All baskets, tickets, and bins go back to the barn through the front door.