

## **AMENDED SLBC DISC JOCKEY/RAFFLEMASTER PROCEDURE**

### **When you arrive, please prepare the urn:**

Fill the urn to 2/3 full.

Turn on the main switch – on wall opposite the urn.

Check that the urn switch is on, and that the temperature is set to 95 degrees.

### **Preparation**

Obtain nomination sheet from folder in pigeon-holes.

### **Taking calls**

Make sure you get member's number.

Take numbered disc from board and place on table.

Fill out name on nomination sheet (clearly distinguish between members with the same or similar names).

Place the disc in the selectors' tray.

**If there are multiple calls, carry out the first two tasks above, and then fill out the nomination sheet when it is less busy.**

Towards closing time, advise the selectors of the number of players. If the number is odd, advise later callers that they might not get a game. Liaise with selectors about this.

Towards the end of call-in time, prepare the raffle tickets. For instance, if 40 people have nominated for a game, prepare 40 individual tickets and place them in a container.

**Note the first and last numbers for setting up the raffle machine.**

### **Collecting Money**

Receive green fees and raffle purchase monies.

**If member pays by EFT, mark E in the relevant column on the nomination form.**

**If member pays by cash, mark C in the relevant column.**

Raffle tickets should be sold at one for \$5.00. Purchasers should draw one number from the container.

If reconciliation of monies collected with the nomination sheet has not been completed when selectors call the cards, place the monies and the nomination sheet in the locked drawer under the cash register in the bar.

If the bar is not open, use the right-hand drawer in the secretary's office.

**At Afternoon Tea**

Set up the raffle machine as per instructions.

Prepare the prize money:

Prizes: 1<sup>st</sup> = \$50, 2<sup>nd</sup> = \$25, 3<sup>rd</sup> = \$10.

Less than 25 tickets sold - 1<sup>st</sup> prize only.

More than 25 tickets sold - all three prizes.

Run the raffle.

Record the prize winners on the cash sheet.

Hand out prizes to winners.

**Ending the Procedure**

Whenever time allows, reconcile the payments recorded on the nomination list with the cash received, allowing for the prizes which have been handed out.

Put the money and the nomination sheet in a blue bag and give it to the bar attendant for insertion into the "toolbox".