

7. Ticket Chairman: – the primary jobs of the ticket chairman are to maintain ticket sale records, and, along with the rest of the committee, sell tickets and solicit sponsors and donations.

Stress to the committee that a combined ticket sale effort, obtaining banquet sponsors and donors is needed for a successful event. Explain that the most successful way to sell tickets is via personal contact with people they know. **Word of mouth and a phone call are the keys to successful ticket sales.** When it comes to sponsors and donors, try to work with businesses known by committee members. For example, have your committee get a copy of the membership directory for the local Chamber of Commerce. Use that directory at a committee meeting by going through the list of businesses and assigning members to contact those businesses they have dealt with for sponsorships and donations. Suggest two-man teams as being most effective in personal visits. Be sure to explain to the sponsors what they get in return (their name in the banquet program, announced at the podium, etc.).

Stress the importance of accurate record keeping. A head-count will have to be given to the RD 48 hours* prior to the dinner. (*Some facilities have longer or shorter times.) Tickets can be paid for via cash, check or credit card. The banquet flyers mailed from RGS will feature the cards accepted. RGS National will handle the credit card payments. Checks and cash should be deposited into the chapter's checking account established in concert with the RD. During the fall of 2007, people will be able to buy tickets on-line by going to the RGS web-site. Those ticket sales will be communicated to the ticket chairman in advance of the ticket deadline. Once the tickets are sold, the RD and ticket and banquet chairs will construct a seating chart. Make sure each ticket stub has the proper contact information filled in for the individual or family/household.

Stress the importance of having a competent, honest person or persons handling the Money Table at the dinner. The person(s) at this table may be selling banquet tickets, raffle packages, raffle tickets, and collecting auction payments and that money is often in the form of cash. It must be properly accounted for and the tickets stubs filed in.

Stress the importance of closing the checking account as soon as possible after the banquet. Official results of the dinner cannot be documented until RGS National receives all monies. There are circumstances where a balance of the banquet proceeds has to remain local to keep the local account open.

Because RGS uses money in-hand to “sweep” against its line-of-credit to reduce the interest paid, when a chapter holds money at the local level following its banquet RGS pays more interest on its line. That reduces money available for projects. Extra bookwork for RGS National is created when there are outstanding banquet accounts (which in the long run costs the Society, and thus the chapter, money that could fund local projects).

8. Ticket Chairman's Basic Responsibilities: (See list below). Some chapters elect a Treasurer and ask that person to assume many of the following responsibilities.

- a. Open checking account in concert with your RD. This may be done by the chapter Treasurer.
- b. RGS will ship you self-adhesive address labels, a local RGS membership list, donor decals and receipts, two explanatory letters, a sponsor list and committee list form. Please pass the decals and receipts along to the prize chair.

- c. You will receive placemats, both the 5000 for restaurant distribution and the quantity for your banquet (two different placemats). Divide the 5000 among the committee to disperse at local restaurants (this must be done to satisfy our Corporate Sponsor agreements) or inserted into a publication like the *Penny Saver*. Provide the banquet quantity to the RD when he/she arrives for the banquet as one placemat will be placed at each table setting (this must be done to satisfy our Corporate and Local Sponsor agreements).
- d. Make all deposits (ticket sales, raffles, etc.) and withdrawals (banquet night change, facility, meals, local expenses, RGS prize invoice, etc.) necessary for the banquet.
- e. Record all mail orders for tickets and mail out the tickets requested.
- f. Keep records of all tickets distributed to committee members and keep records of all of the tickets they've sold. Be sure to collect and record all ticket membership stubs.
- g. Keep a list of reserved tables and give to your Banquet Chairman to prepare "reserved" table signs.
- h. Keep the list of new/renewed sponsors on the form provided and give to RD when requested. It is important to clearly transfer all the details (name, complete addresses, phone, email, whether they want to be anonymous and whether they want the annual print or ticket(s) for the national sponsor drawing) from the order form to the list as this is what is used to renew/create their sponsorships.
- i. Coordinating with the RD to handle the raffle ticket and auction monies after the dinner.
- j. Obtain necessary change from the bank for use at the dinner.
- k. Work at the registration desk the night of the banquet to handle any ticket monies coming in and any tickets being picked up at the door.
- l. Be available following the dinner or the morning after the dinner to complete the final accounting.
- m. Provide a check for any remaining proceeds to the RD to forward to RGS National.

9. Ticket Chairman – Specific Instructions

You will receive a check from RGS National to use as your opening deposit in a temporary checking account (for some chapters the recipient may be the chapter's Treasurer). Open the account under the title of "The Ruffed Grouse Society/The name of Your Chapter". For example you could use: "The Ruffed Grouse Society/Greater Pittsburgh Area Chapter." Open the account with Banquet Chairman's name, your choice of chapter officers' names and RD's name also on the signature card, but require only one signature on a check up to a certain amount, e.g. \$500 is a generally agreed-upon number. You will need approximately 40 checks to cover all of the banquet expenses.

It is your responsibility to make all of the deposits into this checking account including ticket money, cash donations and any other receipts. Likewise you are responsible for paying any bills associated with the banquet.

Many of the orders for tickets (accompanied by the purchasers' checks or credit card numbers) will come in through the mail as a result of a mailing that will be made to all of the chapter members, last year's attendees and to people pulled from Cabelas' and Orvis' mailing lists. **People may be able to purchase tickets on-line by going to RGS' web-site.** Those names will be communicated to you prior to the closing date. You will then record the orders on a ticket registration form (sample attached) and mail out the tickets. Be sure to complete the membership information requested on the ticket to the best of your ability, before mailing the tickets. Labels will be provided from RGS National that can be used on the membership portion

of the stub, after confirming that the information matches the information provided on the order form. If the order is for more than one ticket, complete stubs only for the members, guests and spouses/significant others and in the appropriate box, and return these to the buyer with a note to have attendees complete the "information requested" portion of the ticket and turn it in at the banquet registration table. It is very important that this be done because it will enable RGS National to follow up with those tickets in order to service them as members.

You may receive some telephone orders. Take the order by phone and record the name and number of tickets ordered on your ticket registration form. Obtain a credit card number. Mail the tickets or put the proper number of tickets in an envelope and mark the buyer's name on the envelope and the amount of money to be collected (if no credit card was obtained). You should not count these tickets in the meal count to the facility until you receive the money in hand. It would be best to only count on the tickets that you are sure to collect from if they are unable to attend the event.

If you have received money for tickets but there isn't enough time to send them out - handle the same as you would a phone order with three exceptions:

- a. Record the money in the money column on your ticket registration form
- b. Mark "paid" on the outside of the envelope along with the name of the buyer. These envelopes can then be alphabetized by the buyers' names and it will be easy to distribute the tickets at the registration desk.
- c. Place a phone call to the buyer to let them know their tickets will be at the door.

As each person picks up his or her tickets, make sure their contact information is complete and put the money in the same envelope that you took the tickets from. These monies can then be recorded on the ticket registration form. This system saves much time and confusion at the registration table the night of the dinner.

On the ticket registration form there should be a column for recording the name of committee members who have tickets to sell. Be sure to fill this column in when distributing tickets to committee members along with the numbers on the tickets that you give them. Make sure they understand that they must record to whom the tickets were sold and return the list to you with the money for each ticket (completed Membership and Door stubs and payments will suffice). You can then record each ticket that they've sold as you would a mail order. It is best to have committee members return unsold tickets to you at least 4 days prior to the dinner. **IT IS MOST IMPORTANT** that you keep an accurate accounting of all of the tickets sold either by mail, on-line or by other committee members. Your count of ticket sales will be used by the "arrangements coordinator" to give the number of meals to be served guarantee to the banquet facility, 48 hours prior to the dinner. Inaccurate record keeping can result in a loss of dinner profit if more dinners are guaranteed than are actually sold. Likewise, much confusion and embarrassment can occur if too few dinners are guaranteed and not enough meals have been prepared to serve everyone who attends.

Make a list of reserved tables for people purchasing a table of tickets, typically 8-10 depending on the facility's tables and what is placed on the banquet flyer. Provide this list to the Banquet Chairman so that he or she can prepare table reservation signs.

Recruit an individual to coordinate and handle all of the raffle ticket sales and receipt of auction monies at the dinner (Money Table). The RD will explain everything to this person in detail the night of the dinner, using the **Money Table Procedures and Instructions** in this manual. This person should understand that he/she will be busy working with the money at the Money Table the entire evening. Have this person arrive ½ hour before you start serving cocktails.

The day before the dinner get a check cashed at the bank for use as change at the dinner. Your RD will work with you to determine the amount and denominations of change needed.
REMEMBER - BANKS ARE CLOSED ON SUNDAYS AND HOLIDAYS.

Your assistance will be needed at the registration desk the night of the dinner. Since you have handled the ticket sales and are familiar with tickets to be picked up and money to be collected, the registration will go much smoother if you are there to oversee matters. **Be sure to complete and collect all ticket stubs as all attendees will now become members.**

Your RD will arrange with you to be on hand following the dinner or the morning after the dinner to help you with the accounting. Your assistance will be needed to pay all the bills and make the final bank deposit from the banquet's fund-raising activities. Thus the ticket chairman and/or Treasurer will need to be there, with the balanced checkbook, to pay the bills and all checks for outstanding bills should, if possible, be written at this time.

Most of the proceeds from the dinner will be sent to RGS National the day after the banquet by the RD. However, some money will remain in the checking account for a time to ensure all checks are covered as well as any bills that may come in. As soon as all of the checks that you've written have cleared the bank forward any remaining money to RGS National via your RD. This should only take 2 to 4 weeks from the date of the banquet. For auditing purposes it is most important that RGS National receive all of the net proceeds from your dinner. Any monies needed by the chapter can be requested from RGS National, but they must first be recorded and documented by RGS' National Headquarters.

10. Ticket Chairman's Checklist – Following is a partial checklist that can be used by the ticket chairman to help make certain that all bases have been covered.

- ___ Checking account opened or Treasurer contacted
- ___ Recruit individuals to handle the Money Table (banquet and raffle tickets and auction monies at the dinner) and if necessary, to assist at the Registration table
- ___ Collect ticket stubs (make sure contact information is completed) with money and maintain membership, including guests and spouses/significant others and their children
- ___ Sponsor list
- ___ Keep list of reserved tables
- ___ Ticket count given to “arrangements coordinator” and RD 48 hours prior to dinner
- ___ Tickets to be picked up at the door in envelopes with buyers' names and amounts to be collected recorded on outside. All envelopes should be alphabetized.
- ___ Change for dinner attendance obtained (day before dinner)
- ___ Provide RD with Membership and Guest Lists and Ticket Stubs at the dinner
- ___ Forward any remaining proceeds to RGS via RD