



## VIEWING PARTY PROCEDURES

### Purpose

1. Host a fun gathering for Gator fans
2. Raise money for UF scholarships for Atlanta students
3. Promote the UF alumni association and Atlanta Gator Club

### **A. Arrival and Set Up**

1. **Please arrive 1 hour prior to kickoff. Please be prompt.**
2. Introduce yourself to the manager on duty and request the viewing party supply bin and raffle prize bag from storage. Set up the check-in table and display the raffle prizes at a location close to the entry.
3. Use the facilities' helium tanks to blow up balloons to decorate without blocking views of televisions.
4. Place the Alumni Association table tents on as many tables as you wish.
5. The manager on duty will also provide raffle prizes (certificates for free pitchers of beer and appetizers or house cash). The manager should also provide you with a \$25.00 gift certificate to cover your food and beverage charges. Please make sure that the gift certificate is equitably used for all volunteers. The remaining certificates for food and pitchers of beer should be used in the halftime raffle.
6. The Bins should contain the following: UF table tents, Alumni sign up sheets, balloons & string, wrist bands, list of UFAA members, Pens, Raffle permit, a folder containing that week's game (includes these instructions, a deposit slip, postage-paid feedback postcard, 2 super raffle tickets for the volunteers, self addressed envelope to return deposit slip), a roll of raffle tickets, orange bag containing \$20, Box for super raffle, Clear square container to put raffle tickets in (to draw from at halftime), Apron, and other assorted items.

### **B. Check-In**

1. Welcome people as they enter and ask if they are UF Alumni Association (UFAA) members.
2. A current list of UFAA Members will be provided in the supply bin. You may use that list or ask patrons to show their current Alumni card. Check their name and expiration date to ensure they are an active UFAA Member. Give them a wristband to receive a 10% discount on the food portion of their bill. You can discontinue member check in after halftime.
3. Encourage people who are not UFAA members to join by completing the membership brochure. The only forms of payment we (AGC) can accept on site are cash and checks (made payable to UF Alumni Association). Patrons can select the "Bill Me" option as well. Patrons who wish to pay by credit card must mail in membership form on their own.
4. A Raffle permit will be located in the supply bin. Please post the permit in a visible location until the raffle is over.

### C. Raffle Ticket Sales

1. Raffle prizes will be organized in a provided bag and include Gator paraphernalia (posters, koozi, t-shirts, etc). Use those prizes along with the certificates for free pitchers or beer and appetizers to raffle.
2. Raffle tickets are sold for \$1.00 each and all proceeds benefit the AGC® Scholarship Fund. An apron for organization of raffle items and a bucket for the tickets will be provided. The raffle is held during halftime of each game. (You must be 18 years old or older to sell raffle tickets.)
3. Super Raffle tickets will be given to anyone who buys ten tickets in a single purchase. The Super Raffle will be held at the end of the season. The completed super raffle ticket should be placed in the box on the check-in table by halftime.

### D. Halftime Duties

1. Hold raffle drawing. See the manager on duty for location of microphone.
2. Call each number at least three times before moving on to the next prize. If a prize is still unclaimed by the end of the raffle, you may redraw a new number.
3. Make any club announcements for the week which will be provided in your reminder e-mail the week before the event.
4. Thank everyone for participating in raffle and remind them to take very good care of the servers, as we are taking up space for a long period of time.

### E. Clean up

1. Put all supplies (including the raffle permit) back in the supply bin and return it to storage.
2. **KEEP starting cash of twenty \$1 bills in each money bag for the following game**
3. Fill out deposit slip for all raffle money raised and complete feedback postcard. If someone gave cash for their membership form, deposit that and note it on the deposit slip somewhere.
4. Make deposit on Monday at any Wachovia Bank branch.
5. Mail the yellow copy of deposit slip and any UFAA membership forms (cash/check or bill me option only) to AGC® Treasurer in enclosed stamped envelope.
6. Mail the completed feedback postcard.

### Atlanta Gator Club Contacts

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