

**TICKET WILL CALL AND SALES
(ENTRANCE)
POSITION DESCRIPTION**

Four volunteers are needed for each shift, and will work in two teams of 2 volunteers.

Main Entrance – Door “A” is designated the **Will Call** entrance. This is where patrons who have pre-purchased their ticket and elected to pick up the ticket(s) at the event enter. These **Will Call Ticket Takers** locate the patron’s tickets, and guide the patrons to EXIT back through door “A” and either RE-ENTER the building through doors “B” or “C”.

Main Entrance – Door “A” is designated as the **Ticket Sales** entrance. Patrons who wish to purchase tickets at the event will enter here. Ticket Takers should remind the patron that a ticket purchased on the day of the event does not guarantee that they will receive a bowl. The **Ticket Sales** volunteers will sell the patron the ticket and guide the patrons to EXIT through door “A” and either RE-ENTER the building through doors “B” or “C”.

Will Call and Sales volunteers for the first shift should arrive, check in at the volunteer table and **be at their designated table by 10:00 am**. Please plan to have your lunch when your shift is over.

Will Call and Sales volunteers for the second shift should arrive early enough to have their lunch prior to beginning their shift, check in at the volunteer table prior to your lunch and **be at your designated table by 12:30**. This will allow time to partner with the person that you are scheduled to replace, to become familiar with your duties.

Ticket Sales Volunteer working at Door “A” should be comfortable handling money and making change. A calculator can be used to assist with this.

These are sitting positions.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.