Wristband Sales

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

- People come to this table to purchase festival wristbands. If a participant (volunteer, performer, workshop teacher, presenter) or Will Call person comes to the Wristband Sales table, send them to the Participant/Will Call check-in table.
- Only **Green wristbands** are given to people who purchase their wristbands.
- Ask how many wristbands they want to purchase for adults, students and seniors. **If a person says they are a student but looks like an adult, ask to see their student ID. If the person says they are a senior, ask to see their driver's license, their birthday needs to be on or before March 10th, 1949.** Set the green wristbands aside, write on a receipt the number of adult and student/senior ticket they are purchasing, price for each ticket and total owed for each set of tickets, based on these prices:

SALES RECEIPT

Date: _____

Qty.	Description	Price	Amount
2	Adult Wristbands	10	20
2	Student Wristbands	7	14
		Subtotal:	
		Tax:	
		Total:	

Sale Made with :
[ ] Cash
[ ] Credit Card
[ ] Check, No. _____
[ ] Other _____

Festival Entrance Prices:	**Adults:**	**$10**
	Students/Seniors (63 & Older):	**$7**
	Children 5 & Younger:	**FREE**

- Carefully determine total owed with calculator and double check. **If payed with cash**, put cash outside the box, determine change, give change by counting from total owed to amount given, give wristband(s), program & receipt copy. Put the cash in the box. Tell them to put their wristbands on.
- **If payed by check**, it must be made out to ***Eugene Irish Cultural Festival***. Check Photo IDs for photo, name & address. Make sure the person looks like the one in the photo, make sure the name is the same as on the check and make sure their current phone number is on the check. Give them wristband(s), program and receipt copy.
- Ask if they would like to join our email list to receive info about the Eugene Irish Cultural Festival and other Celtic events. If so, have them add their email address to the email list sheet.
- A steering committee member will stop by on a regular basis to gather cash and checks from the cash boxes. There will be an envelope for you and him/her to initial to verify that the amount they took is accurate. If you are low on certain bills ($1, $5, $10), ask if they can get you some more.
- When you are finished with your shift, give these instructions to the next volunteer and share the wisdom you have gained in selling wristbands with the next volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thanks for Volunteering!