Street of Dreams - Check-in Team Instructions

SETUP

- 4-6 stations, each covers portion of alphabet
- Guest lists: alphabetical, by bidder number, by table – this information will be on a clip board and handy.
- Paddle rack: pre-registered guests (alphabetical by last name)
- Blank paddles: end of rack for walk-ins
- Colored flags on paddles = action needed.

REGISTERED GUESTS

1. **Ask:** "What is your last name?"
2. **Find & pull** their paddle from rack
3. **Check for colored slips:**
    - **ORANGE** = Payment needed → cash/check to cash box with slip, credit cards to NCHFH staff
    - **YELLOW** = Missing info → have them complete, put in **Evelyn's box**, ensure **LEGIBLE**
4. **Check paddle back** for attendee table assignment (Special Table or General Seating)
5. **Direct:** "Table Greeters will help find your table"
6. **Give:** paddle + program, mention Live Auction, Silent Auction

---

WALK-IN GUESTS (No paddle prepared)

1. **Double-check** list by last name first
2. **Ask** for ticket (most won't have one)
3. **Payment:** $50 Habitat volunteer, $60 regular guest

    - Cash/check: paper clip orange slip to payment, put in cash box
    - Checks made to: NC Habitat please write “Tickets” on check.
4. **Use blank paddle** from end of rack:
    - Add name (Last, First) to front
    - Add table assignment to back if known, or general
    - Fill out pink contact info form
5. **Put pink form** in File Tray for Evelyn to create bidder file

---

SPECIAL SITUATIONS

- **No bidder number or paddle wanted:** Just give program
- **Major issues:** Call Team Leader → escalates to Daniel, Tai, or Jamie Jo

---

QUICK REFERENCE

- **Payment processing:** Lisa has cash for change, runs credit cards
- **All questions:** Team Leader first, then Tai or Jamie Jo