

Street of Dreams - Raffle Team Instructions

Arrival: 5:15pm for instructions and Square setup

Team Leader escalates issues to: Tai

Cash collection: Lisa Hooper at end of night

SETUP PROVIDED

- **3 decks of cards** - place variety from all decks on table
 - **Cash for change**
 - **iPad and Square** for credit/debit payments
 - **Cash box**
 - **Moneybags** for end of night
 - **Large posters** describing prizes
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PRICING

- **\$10 for 1 card**
 - **\$25 for 3 cards**
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PAYMENT METHODS

- **Cash**
 - **Check** made out to NC Habitat
 - **Credit/Debit** through Square
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PROCESS

1. **Customer selects payment** option
2. **Process payment** (cash, check, or Square)
3. **Let customer pick** their card(s)

4. **Tear cards in half**
 5. **Give one half** to customer
 6. **Put other half** in bowl
 7. **Tell customer:** "Keep your half until the raffle after the Live Auction"
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OPERATION

- **May stay at table** or **wander hall** selling tickets
 - **Raffle closes** when no more cards OR after last silent auction table closes
 - **Drawing held** after Live Auction
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END OF NIGHT

1. **Place all money** in moneybag
 2. **Bring to Lisa at checkout:**
 - Leftover cards
 - Money
 - iPad
 - Square device
 - Cash box
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QUICK REFERENCE

- **Pricing:** \$10/1 card, \$25/3 cards
- **Checks to:** NC Habitat
- **Customer keeps:** Half of torn card
- **Bowl gets:** Other half of torn card
- **Drawing:** After Live Auction
- **Everything to:** Lisa Hooper at end