

## LADY PUTTERS (LP) EVENT VOLUNTEER RESPONSIBILITIES

- Assist the event chair with the planning and execution of the event. This includes choosing a caterer, menu, and theme.
- Work with the event chair and the other daily event volunteers to purchase the items needed (e.g., table decorations, raffle tickets, etc.)
- Meet with the event chair to receive the ticket sale schedule, tickets, sign-up sheets, and envelope for the member checks; tickets may not be used at every event
- Announce ticket sale schedule, ticket price, **checks only** and menu at your putting sessions prior to selling tickets. Announcements should be made two weeks prior to the start of ticket sales.
- Refer members to the display board for event information
- Begin selling tickets to your putting session according to the approved schedule. Tickets sales will continue for three (3) weeks and conclude one week prior to the event.
- At the end of ticket sales verify number of tickets sold equals number of checks collected
- Submit the checks and signup sheets to the event chairperson. Make a copy of the signup sheets for your records.
- Meet with event chair concerning what needs to be done on the day of the event
- Submit all of your receipts to the event chair along with an expense voucher