



Cash Drawer Instructions

Thank you for volunteering to work a Taste of Park Ridge Ticket Booth! We appreciate your help in making our event a success! Upon arrival:

1. Please check in with the Attendant in the Trailer and announce your arrival.
2. Find your name on the printed schedule taped to the wall and place your initials next to it.
3. The Attendant will confirm what tent you will be working. *Sometimes*, it is necessary to change locations, so please listen to the Attendant on which tent you will be working.
4. The Attendant will give you a numbered cash drawer with a corresponding plastic bin containing the tickets.
5. The cash drawer will contain \$200 in five dollar bills.



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6. The plastic bin will contain two sleeves of tickets. Each sleeve contains 100 strips of tickets. Each strip is worth \$10. Therefore, the box contains \$2,000 worth of tickets.



7. Together, the drawer and bin total \$2,200.
8. Tickets must be sold in full strips for \$10 per strip. No sales of half strips or single tickets are permitted.
6. Be aware that the ticket strips are notorious for sticking together. So, anytime you sell a strip of tickets, make sure you rub them together between your fingers and count them out to make sure you are giving the customer the proper number of tickets.
7. Radio the trailer from the walkie-talkie at your tent and inform the Attendant that you have run out of tickets and need a new one, if there's time remaining in your shift.
8. The Attendant will either ask you to return to the trailer to swap out drawers and bins or will inform you that someone is coming to you with new ones.
9. When your shift is over, walk your drawer and bin back to the trailer and checkout with the Attendant.
10. When you run out of tickets, your drawer should contain \$2,200.