Open Gate Garden Club

Annual Summer Garden Tour

**Duties of the Ticket Chairperson**

The Ticket Chairperson is responsible for

1. Assessing need for and recruiting an assistant
2. Discuss opportunity for selling vouchers for tour beginning in May with merchants
3. Recruiting local merchants to sell tickets beginning in June
4. Recruiting discounts from local merchants
5. Informing publication chair of where tickets are being sold and who is providing discounts
6. Obtaining tickets from the Publication chair
7. Distributing tickets to the merchants
8. Acquiring a garden gate from the Equipment chair and setting up at the merchants selling the tickets
9. Distributing free tickets to the members
10. Reporting the number of tickets sold to the Tour Coordinator
11. Collecting the unsold tickets, money and garden gates and give to the Tour Coordinator at a designated location at the end of the tour or before or at the Afterglow.

**Timeline for the Ticket Chairperson**

* **March to Mid April**
	1. Contact merchants who sold tour tickets for us last year
	2. Contact merchants who gave discounts on their service last year.
	3. Recruit new merchants for ticket sales and discounts
	4. Ticket chair sends the list of merchants selling tickets and/or providing discounts to tour chairperson and publication chair
* **May**
	1. **Ticket chairperson has plastic boxes for the tickets and money to give to the merchants. ???**
	2. **Distribute vouchers if we are going to sell them**
	3. Distribute flyers and poster to the merchants selling vouchers
* **June**
	1. Obtain tickets and current membership excel file from Tour Coordinator
	2. Remove all vouchers from merchants
	3. Distribute tickets to the merchants
	4. Distribute 2 tickets per member at the June meeting keeping track of who receives them on the excel file.
	5. Give file to Tour Coordinator, who will then give to the Museum volunteers, so any member who did not receive tickets at the meeting can receive them the day of the tour.
	6. Mail letters and 2 free tickets to merchants and other supporters
* **July**
	1. Check the merchant ticket sales and flyers
	2. Ask them if they need any more tickets
	3. Usually most sales are in the final week
	4. Bordine's rings their sales through the cash register, so they make out a check to the club when the leftover tickets are collected after the tour.
* **Day before tour**
1. Collect the unsold tickets, money and garden gates and give to the Tour Coordinator/Equipment chair at a at the Tour Review Meeting or at mutually determined time
* **July 23 Tour Review Meeting** at 5 PM prior to After Glow