

## FAMILY FUN NIGHT CLUB BOOTH CHAIRMAN INSTRUCTIONS (CARNIVAL PRIZES)

- Ticket Box Bring a good sized box covered with paper to hold the game tickets your booth accepts. Be sure to cut an adequate slit on the top. Make sure these boxes are in a secure area of your booth and are treated like money.
- Pick Prizes You will pick your booth prizes at the second Family Fun Night Committee meeting. We'll have lots of low cost prizes if you want to give something just for trying. Next, keep in mind for prizes costing 10¢ each and up, you should cover the cost of the prize plus make a profit of **double** the cost of the prize back. Think through your games carefully so you have a general idea of your price range and how many tickets you will charge for someone to play. (e.g. – 10¢ prize + double the cost 20¢ = 30¢. Tickets cost 25¢ each. Must require 2-3 tickets to make a profit). Prizes will be ordered 1 week after the meeting. If you feel you need specific items, please call.
- “Blue Star Tickets” – Each club can get blue star tickets to be given in their booth. They are intended to be given when someone completes a difficult event in the booth that deserves the higher level of “prize”. Blue star tickets are collected by the players from various booths and then traded for bigger prizes from the booth where game tickets are sold.
- Prize Pickup Come to the booth near the door that sells game tickets to pick up your prizes before opening your booth. If you have not selected your prizes at the second Family Fun Night meeting, you will need to come one hour before the booths open to select your prizes.
- Prize Inventory Sheet When you pick out your prizes use the “Booth Inventory” sheet with the number, name and cost of each prize. You must have the inventory sheet **EACH** time you need to get more prizes. No prizes will be given out unless they are first marked on the inventory sheet.
- Evening Inventory At the end of the evening you must inventory back the amount of each of the groups of prizes left at your booth **before** you bring them back to the prize area with your inventory sheet. Be sure the inventory you're returning is marked on the sheet. Include the sheet in the bag with your prizes.
- Ticket Count You must also count your game tickets and return the game tickets back to the prize area. Remember to write the number of game tickets your booth took in on the inventory sheet. It is recommended that you count tickets throughout the evening so it is not as time consuming at the end of the night.
- DO NOT TAKE PRIZES OR GAME TICKETS HOME TO COUNT. MAKE ARRANGEMENTS WITH YOUR CLUB TO HAVE PEOPLE THERE WHEN YOU CLOSE THE BOOTH TO DO THIS OR COUNT THEM AT THE END OF EACH SHIFT.**
- Post Family Fun Night Meeting At the post Family Fun Night meeting we will have the amount each booth used in prizes and the amount of money collected. This way we can show the amount of profit each booth made.
- Ticket Cost Tickets will be \$0.25 each. Most booths charge **2-3** tickets for a game, unless they are giving away low cost prizes and do not require a great deal of skill. Other booths may need to charge more. The booths will not handle any money, only game tickets. Game tickets will be purchased in a separate area.