

SNOWBALL COMMITTEE NEEDS/RESPONSIBILITIES

(Revised 1/2023)

PRESIDENT

- Secure Event Site - January
- Secure Band - February
- Outstanding Service Award -
 - September - Email all Ski Club Presidents to acquire candidates from their clubs.
 - October - Deadline to receive "100 words or less" writeup on Candidates from their Ski Club President
 - October - Prepare Plaques
 - November - Acquire Plaques, check spelling, present at Snowball
- Acquire Door Prizes, Raffle Items
- Create List of All Prizes for viewing and Posters for each Fish Bowl

VICE-PRESIDENT

- Monitor the progress of all committees from start to finish
- Write an enticing article for the CSC Newsletter each month (September, October, & November) promoting the Snowball
- Determine a theme for Snowball along with a Graphic Design
- Conduct Monthly progress meetings for Committee Clubs prior to regular CSC Meetings during May, September, October, and November
- August - Have Tickets & Posters printed and ready for distribution at the September Meeting.
- September - Prepare Budget for Approval at CSC Meeting
 - Monitor budget throughout the entire event
 - Work with the Hotel to acquire access to a safe deposit box for all revenue received at the event.
 - Deposit all cash received at the event asap.
- Work directly with the Ticket Sales Committee to oversee the inventory and distribution of tickets. Ensure that all SKI CLUB CHECKS (NO PERSONAL CHECKS ALLOWED) are made payable to CSC.
- Day of Event: Arrive at the Hotel by 3:00 pm to oversee:
 - Ballroom setup
 - Door ticket tables & Setup.
 - Introduce yourself to Hotel Desk Staff and acquire acquisition to a Safe Deposit Box
 - Set up Areas for "Fish Bowl" Areas with posters for Door Prizes & Raffle Prizes
 - Monitor Raffle Ticket Sellers and Cash collection
- Intermission - Conduct Drawings for Door Prizes and Raffle Prizes.

- Coordinate with Band Schedule for their final Break and drawing of 50/50 Raffle Prize.
- Troubleshoot the entire event
- Prepare and present the final report at December CSC Meeting along with the final Revenue Report

TICKET COMMITTEE (1 Club)

- Work directly with the Vice-President to prepare tickets and Themed posters for distribution to the Clubs.
- September - Inventory and distribute numbered tickets in “registered batches” to each club along with 3 Posters for Advertising.
- Maintain an accurate list of Ski Club contacts that received tickets, numbers on TX, receive checks for all ticket sales, and REQUIRE return of all unsold tickets at the last CSC Meeting prior to Snowball. NO PERSONAL CHECKS ARE ACCEPTED.
- Maintain an Accurate Inventory Control Sheet to record the total number of tickets distributed, sold, and returned by each club. Turn over all unsold Tickets to the VP at the last meeting prior to Snowball. Give all checks for Presales to the CSC Treasurer for deposit.
- Have two individuals seated at a table near Main Ballroom Entrance Door to sell tickets to the event - **NOT** RAFFLE TICKETS! (Cash sales only at the door - if patrons don't have cash send them to the Hotel's ATM Machine).

DECORATIONS (1 Club)

- October - Solicit Ski Club Banners from all Ski Clubs and the CSC Banner
- November - Collect Banners at the CSC Meeting and bring them to the Event Site for Hanging by Hotel Staff.
- Banners may also be dropped off directly at the Hotel no later than 3:30 pm on the day of the event.
- November - Work with the Ticket Committee (after final “presales”) to determine and establish assigned seating for clubs (Percentage of pre-sold tickets equates to a percentage of seats/tables in the Ballroom). Create a Master Grid for Doorkeepers and placards for each table.
- Hotel Staff will facilitate Centerpieces and cloth coverings for the tables.
- Monitor the Ballroom as patrons enter (7:00 pm) to ensure that there is no “table swapping.”
- Ski Club Banners are hung and removed by Hotel Staff only. They will be taken down and available for acquisition by ski clubs on Sunday morning.
- Bring any leftover Ski Banners to the December Meeting for return to their clubs.

DOOR SECURITY (2 Clubs)

- Assemble club volunteers at each of the “2” Entry points no later than 6:45 pm.
 - Ticket sales on the night of the event are sold by CASH ONLY! No personal checks!!!! Send patrons to an ATM Machine if they need cash!
- Acquire Hand Stamps/Wristbands, Tickets, and ticket stub boxes from the VP.
- Doors open for Patrons at 7:00 pm.
- One Club is responsible for Entry at the Main Entrance (2 sides of the Entry Door). Staff with 4 volunteers from 7:00 pm-10:00 pm.
- One Club is responsible for having 2 people staffing the side entrance (near Lavatories).
- Door Ticket Staff will rip the entry ticket and stamp the “inside wrist” or wrap a wristband on all patrons. Return the larger part of their ticket to the patron and deposit the “stub” into your stub collection box. All stubs will be collected and put into a large fish bowl for drawing of Door Prize during Intermission.

RAFFLE TICKET SALES (2 Clubs)

- Simsbury Room will be utilized to store Door Prizes, Raffle Prizes, Distribution of Raffle Tickets to sellers, and count money in addition to serving as Break Room for the Band and their equipment cases. No alcohol is allowed in that room.
- Meet with all individuals from the Raffle Ticket Sales Clubs at 6:45 pm in the Simsbury Room. Clearly identify who will serve as bankers and what time their shifts will be.
- Raffle Tickets will be presorted into strips. The selling price will be \$20.00 for 10 TX and \$10.00 for 4 TX.
- Raffle TX Sellers work the floor and **ADVISE** buyers to rip their own strips of TX (Keep the side that says “KEEP THIS COUPON” and deposit the other side into a Fish Bowl).
- One Big Fish Bowl will be for the Cash Raffle (not to exceed \$500.00) and the smaller Fish Bowls will be for Regular Raffle Prizes. All Fish Bowls will have a poster that identifies the associated prize.
- One Club will be selling Raffle Tickets from 7:00-10:30 pm. Ticket Sales will be conducted in the lobby and in the Ballroom (ticket sellers may roam to the Hospitality Suites from 7:00-8:00).
- The other club will have Fish Bowl Monitors stationed at the Fish Bowls for Raffle Prizes as well as at the bigger Fish Bowl for the Cash Raffle. Patrons will need to be reminded to “KEEP” the coupon that says “KEEP THIS COUPON” and deposit the other side into a Fish Bowl. The same club will have bankers in the Simsbury Room counting money until 11:00 pm and the VP will oversee and check off all sums of money.
- General Raffle prizes will be drawn/awarded at Intermission along with the Grand Door Prize. The Cash Raffle will be awarded toward the very end of the evening.

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