

SNOWBALL COMMITTEE NEEDS/RESPONSIBILITIES

(Revised 9/1/24)

PRESIDENT

- Outstanding Service Award –
 - September - Email all Ski Club Presidents to acquire candidates from their clubs.
 - October - Deadline to receive “100 words or less” write-up on Candidates from their Ski Club President
 - October - Prepare Plaques
 - November - Acquire Plaques, check spelling, present at Snowball
- Assist with acquisition of Door Prizes
- Attend all Committee Meetings and assist VP as needed

VICE-PRESIDENT

- Maintain data sheet that lists the three-year rotation cycle of Ski Clubs that are required to work at the event (per By-Law).
- Secure Event Site - December/January (establish protocol with event site for hanging of Ski Club Banners).
- Secure Band - January/February
- 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 before regular CSC Meetings during May, September, October, and November
- September - Prepare Budget for Approval at CSC Meeting
- Monitor budget throughout the entire event
- Work with the venue to acquire access to a safe, secluded area for collection of Raffle Ticket sales. Locked 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 venue by 3:00 pm to oversee and coordinate with the following:
 - Ballroom setup and Decoration
 - Door ticket table & Setup.
 - Safe room for Raffle Ticket Sales Management

- Set up Areas for “Fishbowls” 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 the Band on a schedule for their dinner time, final break, and drawing of Raffle Prizes.
- Troubleshoot the entire event
- Prepare and present the Final Report (including Financials) at the December CSC Meeting.

TICKET COMMITTEE (1 Club)

- Work directly with the Vice-President to prepare tickets and Themed posters for distribution to the Clubs.
- August - Have Tickets & Posters printed and ready for distribution at the September Meeting.
- September - Inventory and distribute numbered tickets in “registered batches” to each club along with 1 poster for Advertising, ticket sales instructions, and a data sheet to list the name of each ticket buyer with corresponding ticket number..
- Maintain an accurate list of Ski Club contacts that received tickets, numbers on TX, and receive checks for all ticket sales.
- Return of all unsold “advance” tickets is required at the last CSC Meeting before Snowball, or on a date that complies with the deadline for “head count” required by the event site. 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. Master Sales Sheet.
- Turn over all unsold Tickets to the VP after door sales conclude at the event. Give all checks for Presales to the CSC Treasurer for deposit.
- Have two individuals seated at a table near the Main Ballroom Entrance Door to sell tickets to the event – *Price will still be \$70.00 at the door - cash only.*

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 at 3:00 pm. They are hung before the opening of the door for guests
- Banners may also be dropped off directly at the venue no later than 3:00 pm on the day of the event.
- November - Work with the Ticket Committee and Vice President (after final “presales”) to determine and establish assigned seating for clubs (Percentage of pre-sold tickets equates to a percentage of seats/tables). Create a Master Grid for Doorkeepers and placards for each table
- Monitor the Ballroom as patrons enter to ensure that there is no “table swapping.”

- Ski Club Banners are removed at the end of the event. They will be taken down and available for acquisition by ski clubs as they leave, or bring any leftover Ski Banners to the December Meeting for return to their clubs.

DOOR SECURITY (1 Club)

- Assemble club volunteers at each Entry point no later than 4:45 pm.
- Ticket sales on the night of the event are sold by CASH ONLY! No personal checks!!!!
- Acquire Hand Stamps/Wristbands, Tickets, and ticket stub boxes from the VP.
- Doors open for Patrons when Happy Hour/Dinner is served.
- Clubs are responsible for Entry at the Main Entrance (one club on each side of the Entry Door). Need 4 people at entry: 2 people taking tickets and 2 people placing wristbands on attendees from 6:00 pm-10:00 pm.
- Door Security Staff will rip the entry ticket and stamp the inside wrist/ 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. Check master ticket sheets if patron does not have their ticket; if not on the log, they must purchase a ticket to enter (cash only). All Snowball ticket stubs will be collected and put into a large fishbowl for drawing of Door Prize during Intermission.

RAFFLE TICKET SALES (2 Clubs)

- Collect raffle prizes, distribute raffle tickets to sellers, and count money.
Establish a secure room for counting and maintaining money, as well as distribution of raffle tickets to sellers
- Meet with all individuals from the Raffle Ticket Sales Clubs at 5:30 pm to identify who will serve as bankers and what time their shifts will be.
- Raffle Tickets will be pre-sorted 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 Fishbowl).
 - One Big Fish Bowl will be for the grand raffle. Raffle Prize Fish Bowls will have a poster that identifies the associated prize.
- One Club will be selling Raffle Tickets from 6:00 – 9:30 pm. Ticket Sales will be conducted in the lobby and in the Ballroom
- The other club will have Fish Bowl Monitors stationed at the Fish Bowls for Raffle Prizes. The bigger Fish Bowl for the Grand Raffle. Patrons will need to be reminded to "KEEP" the coupon that says "KEEP THIS COUPON" and deposit the other side into a Fishbowl. The same club will have bankers counting money until 9:30 pm and the VP/Treasurer will oversee and check off all sums of money.
- General Raffle prizes will be drawn/awarded at Intermission along with the Grand Door Prize.