

Town of Sedgewick Expression of Interest



Name of Organization	Contact Name

Non-Profit or Charity No.	Contact Email
# <input type="checkbox"/> My group is not a non-profit or charity	

Mailing Address	Contact Phone
	(780) XXX - XXXX

My group would like to offer support for the following position: (CHOOSE ONE)

<input type="checkbox"/> Will Call Attendants	<input type="checkbox"/> Tables/Chairs Setup and Removal	<input type="checkbox"/> Ticket Taking
<input type="checkbox"/> Liquor Ticket Sales	<input type="checkbox"/> Bartending	<input type="checkbox"/> Security
		<input type="checkbox"/> 50/50 Ticket Sales

Commitment (a separate form is required for each position a group is expressing interest for)

My group proposes to provide _____ (#) volunteers to support the upcoming concert on October 26th, 2019 in the above position in consideration of a transfer payment in the name of my group of \$_____.

Brief description of skills, experience and/or certifications and minimum age of volunteer base if applicable

Date	Signature
mm/dd/yy	

By signing above, I certify that I am authorized to represent the group and am able to provide the services as outlined in this Expression of Interest. I understand that the lowest bid may not necessarily be the bid that is accepted.

Descriptions of Positions

Ticket Taking – Ticket takers are positioned at the entrance doors to the facility. Ticket takers responsibilities are to verify tickets and allow entrance to customers with valid tickets.

Will Call Attendants – Will call attendants distribute tickets to customers who have paid in advance. Attendants may also need to take cash for tickets sold at the door.

Liquor Ticket Sales – Liquor ticket sellers sell and record sales of liquor tickets to the customers. Liquor ticket sellers must check ID, hold cash/provide change, and perform an inventory and cash reconciliation.

50/50 Ticket Sales – 50/50 sellers sell and record sales of 50/50 tickets to attendees.

Bartending – Bartenders collect liquor tickets and dispense alcohol to customers. All bartenders are required to have ProServe certification and supply the Town of Sedgewick with copies of this certification.

Security – Security personnel are positioned strategically throughout the facility. Event security control access points, enforce crowd control, deal with any disturbances and may act as ushers.

Tables/Chairs Setup and Removal – Responsible for setting up plastic tables and chairs as per the concert layout. Average of 30 tables and 700-800 chairs.