

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 April 18th, 2020 in the above position.

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 Wild Rose Coop Recreation Center 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 tables and chairs as per the concert layout. Average of 30 tables and 700-800 chairs.