

## CATALOG/MERCHANDISE & RAFFLE SALE TABLES

**Catalog Sales Chair, Raffle Chair & Sales Table Chair:** Develop a schedule and arrange for workers to man the tables which will include Catalog Sales, sale of LRC materials such as pins, T-shirts/Sweatshirts, and Illustrated Standard booklets, distributing other club information, tourism brochures, maps and related materials, answering questions, and selling raffle tickets, etc.

Set up and assign cash boxes to catalog sales, raffle ticket sales, and LRC items sales. Each box should have cash assigned for making change. The cash will be provided by the Event Treasurer. The LRC Equipment Inventory includes at least three (3) cash boxes that should be forwarded to the next Show Committee Chair after use. It is important that all cash sales be assign to the correct account for budgeting purposes. Funds from catalog sales, items sales and raffle ticket sales SHOULD NOT BE CO-MINGLED!

### **The Catalog Sales Chair is responsible for:**

- Mailing of catalogs to LQ, mail order requests, and the like. It is recommended that the Chair arrange for several assistants for catalog sales so volunteers can take turns watching or participating in events.
- Catalogs going to LQ, the LRC Newsletter, the LRC Archivist (usually the Superintendent marked catalog with judging sheets), and the LRC Yearbook will need to be marked. Arrange for this responsibility and request that they be checked for accuracy.
- Provide catalogs to advertisers and pre-paid participants. A list of advertisers who will be attending the show, as well as pre-paid catalog requests should be given to the Catalog Sales Chair prior to the show.
- Catalogs should also be set aside for advertisers who do not attend the show. These should be given to the Catalog Advertising Chair for distribution.
- All catalogs remaining after the event should be counted, boxed and sent to the Show Chair for the following year for use by new committee chairs.

### **Note:**

- The Rescue Raffle is managed by LRC Rescue Committee volunteers. Funds and accounting is entirely their responsibility, including managing the Rescue Raffle set up, ticket sales and transferring the proceeds directly to the LRC Treasurer (Lyn Yelton). No Rescue Raffle ticket sales or purchase expenses are to be processed by the Event Treasurer.
- The Hospitality/Information table should be adequately manned throughout the hours of judging. This is the responsibility of the NSEC.
- Catalog orders will be determined by past catalog sales and needs in the participating time zone (see Event Statistics chart).