**REGISTRATION**

Supplies

* Lorrie:
  + pens
  + money box
  + Golden ticket jar
  + chip raffle jar
  + cups for people to hold chips in
  + chip raffle tickets
  + container for registration desk to hold casino chips in (the ones they are handing out)
* Kindra:
  + sharpies (to label cups with people's names)
* Jenny:
  + Golden Raffle Tickets
  + blank Golden Raffle Tickets
* Lisa
  + final auction list for Golden Raffle Ticket sellers & registration table (5 copies)

Staffing

* 6:45 - 8 pm 2 people (Miki & Steph)
* 8 - 9 pm Table (Lindsey) Chips (Natalie)
* 9 - 10 pm Table (Kindra) Chips (Heather)

**Other Stuff to Bring**

* duct tape
* red and white ribbon for balloons
* extension cords
* power strips
* wine for wine pull
* packing tape

**Registration Table**

**At Check In:**

* Be sure their name is on the list
* If not have them pay - $50 per person (checks made out to "SGCC") & write name and contact info on list
* Give each person a cup with their name on it containing:
  + a program
  + 2 $25 casino chips
  + 1 drink ticket
  + 1 chip raffle ticket (have them put the other half in the jar)

**As Needed:**

* Sell extra casino chips
  + $20 for 100 chips (4 chip tokens)
  + $40 for 250 chips (10 chip tokens)
* Sell Wine
  + $30 for their choice of bottle and they get the prize listed underneath
* Sell Golden Tickets - $20 each
  + co-sign that you sold the ticket
  + have them list which auction item they would like to win
* Give people their Souvenir photo with Elvis as they leave