**5050 Game Day Operations Checklist**

|  |  |
| --- | --- |
| **Operations Room*** Game-day Check-In Sheet
* Game-Day selling locations plan
* Change funds (i.e. $25 per seller)
* Create duplicate draw
* Activate draw
* Double check draw settings
* Upload event to handhelds
* Test hip printers
* Barrel printers turned on
* How are you counting/collecting money?
* Sellers drop envelopes
* Money Counter
* 1099 forms/winners information
*
 | **Game Day Training*** Handhelds
* Hip Printers
* Stations
* ‘How to Sell’
* When do I drop money?
* Who is benefiting?
* What is a 50/50 raffle?
* Where is jackpot info?
* When is draw closed/announced?
* How do I collect proceeds?
* How long does winner have to claim?
* When do we stop selling?
*
*
 |
| **Sellers Materials*** Handheld Signs
* Aprons
* Sellers training sheet
* Handhelds/Hip printers
*
*
*
*
*
 | **Closing Duties*** Return handheld sellers
* Return stationary sellers
* Close draw/draw number
* Final money drop
* Charge handhelds
* Charge printers
* Stations
*
*
 |