**5050 Game Day Operations Checklist**

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| **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 |