



Family Fun Night Volunteer Package

Station: Tickets

Contacts:	Name	Phone Number	Potential Contact Reasons
Station #1 Lead			Any Questions about your Station
Station #2 Lead			Any Questions about your Station
Station #3 Lead			Any Questions about your Station
Volunteer Lead	Zubair	403-796-4840	General Volunteer Questions
Certified Food Handler	Chris	403-891-0129	Questions about Safe Food Handling, Report of illness from Food, Food handling complaint, Arrival of a Food Inspector, etc.
First Aid	Tavis	403-660-6135	First Aid, injuries, bee stings, etc. If serious in nature - Call 911 then call Tavis
	Roman	587-433-7353	
	Charlotte	403-978-5194	
	Kevin	403-401-0344	
Emergency #1	Yana	403-993-7287	Unruly Patrons, Safety Issues, Criminal Activity, etc. If serious in nature - Call 911 then call Yana or Chris
Emergency #2	Chris	403-891-0129	Unruly Patrons, Safety Issues, Criminal Activity, etc. If serious in nature - Call 911 then call Yana or Chris

General Volunteer Information

Thank you for volunteering your time at the NHCA's Family Fun Night. Events like these could not happen without our amazing volunteers.

- Face Masks are required for all NHCA Staff and Volunteers, and one will be provided for you.
 - Exceptions will be made for medical reasons.
- Hand sanitizer will be provided at all stations
- **If you see something – do something**
You are empowered to act. If you see an unsafe practice or situation, correct it or call someone to correct it. Examples:
 - If you see a mess – Pick it up
 - If you see someone without a covid-screening wristband – Ask them to go to a screening station
 - If you see something blocking the flow of guests – Move it
 - If you see a tripping Hazard – Correct it

NHCA Overview

The Northern Hills Community Association (NHCA) is a grassroots, volunteer-based organization on a mission to enhance the quality of life of its residents by enriching and empowering our diverse communities through advocacy, education, and provision of opportunities for engagement. NHCA serves over 57,000 residents in five communities in North Central Calgary: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills.

Through strong relationships and partnerships with local organizations, elected representatives, and dedicated volunteers we are providing a palette of services and programming to positively impact social issues through:

- Sport programming
- Community news
- Senior activities
- New immigrant resources
- Art projects and programs
- Community gardens
- Social support
- Family and youth events
- Advocacy
- Community development
- Public parks and playground projects
- Local business events and supports
- and much more
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Volunteer T-shirt Pick up and Return

All volunteers will be provided a T-shirt to wear during their shift. You are absolutely welcome to keep your shirt! If you choose not to keep it, please return the shirt to the Used Shirt Receptacle at NHCA Booth at the end of your shift.

Volunteer Snacks

Get your volunteer snack/drink tickets from NHCA Booth – Ask for Zubair

3 hours or more	Hot Dog, Chips, Drink and Snack Tickets
Less than 3 hours	Drink and Snack Tickets

Station Hours

Station	Open	Close
Overall Event (Traffic)	5:00 pm	After Movie
Ticket Station 1	5:00 pm	8:20 pm
Ticket Station 2	5:00 pm	8:20 pm
Ticket Station 3	5:00 pm	10:00 pm
Raffle Sales	5:00 pm	8:00 pm
BBQ Station	5:00 pm	8:00 pm
Popcorn Station	5:00 pm	10:00 pm
Cotton Candy	5:00 pm	10:00 pm
Baked Goods	5:00 pm	10:00 pm
Iced Treats	5:00 pm	10:00 pm

Station	Open	Close
Henna	5:00 pm	8:00 pm
Face Painting	5:00 pm	8:00 pm
First Aid	5:00 pm	After Movie
Photo Booth	5:00 pm	10:00 pm
Market	5:00 pm	8:00 pm
Sports Activities	5:00 pm	8:00 pm
Carnival Games	5:00 pm	8:00 pm
NHCA Booth	5:00 pm	8:00 pm
Drinks	5:00 pm	10:00 pm
All other Areas	5:00 pm	8:00 pm

Notable Times

Door Prize Draw 1	6:00 pm
Door Prize Draw 2	7:00 pm
Door Prize Draw 3	8:00 pm
Door Prize Draw 4	After the Movie
Movie Pre-show	8:00 pm
Raffle Draw & Sponsor Announcements	8:15 pm
Movie	8:30 pm

Event Maps

See Map section at end of this package

Food Prices/Ticket Colors

Individual Prices

Items	Price	Ticket Color
Hot Dog	\$3.00	Green
Chips	\$1.00	Pink
Drink	\$2.00	Blue
Cotton Candy	\$2.00	White
Popcorn	\$1.00	Orange
Iced Treats (2)	\$1.00	Orange
Cookies (2)	\$1.00	Orange
Raffle 1 for \$2	\$2.00	Yellow
Raffle 3 for \$5	\$5.00	Red

TICKET COMBOS

Dinner for 1\$7.00

Hot Dog, Chips, Drink, 1 Popcorn/ 2 Frozen
Treats / 2 Cookies

Member Price \$6.00

Family Movie Night\$16.00

4 Popcorn, 4 Drinks, 8 Cookies

Member Price \$15.00

Dinner for 4\$30.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 2 Cotton Candy,
1 Popcorn / 2 Frozen Treats / 2 Cookies

Member Price \$28.00

Sweet Tooth\$5.00

Cotton Candy, Popcorn, 2 Frozen Treats,
2 Cookies

Member Price \$4.00

Epic Dinner for 1\$16.00

Hot Dog, Chips, Drink, Cotton Candy,
Popcorn, 2 Frozen Treats, 2 Cookies

Member Price \$15.00

Epic Dinner for 4\$49.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 4 Cotton Candy, 4
Popcorn, 8 Frozen Treats , 8 Cookies, Raffle 3 for \$5

Member Price \$45.00

Station Specifics

Overview

- All food tickets will be sold at ticket stations for the event. The various stations – BBQ, Drinks, Iced Treats, Popcorn, Cotton Candy, Baked Goods - **WILL NOT** accept cash/credit card just tickets.
- Payments can be cash or credit card
- Ticket stations are also responsible for providing GREEN wristbands to attendees to signify their covid screening form is complete and checking wristband for re-entry to event space. Orange Wristbands are for Sport Waivers
- Tickets are colour-coded, and each station will only accept the color tickets associated with their product
- Combos are available at a discount price for Members or full price for non-members. Members are required to present their digital Membership card to receive the discount
- Raffle Tickets will be sold at each Ticket station but will be sold by a dedicated Raffle volunteer. These volunteers will have a separate float and all monies will remain separate.

Individual Prices

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Hot Dog	\$3.00	Green
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Drink	\$2.00	Blue
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Popcorn	\$1.00	Orange
Iced Treats	\$1.00	Orange
Cookies	\$1.00	Orange
Raffle 1 for \$2	\$2.00	Yellow
Raffle 3 for \$5	\$5.00	Red

TICKET COMBOS	
Dinner for 1	\$7.00
Hot Dog, Chips, Drink, 1 Popcorn/ 2 Frozen Treats / 2 Cookies	
	Member Price \$6.00
Family Movie Night	\$16.00
4 Popcorn, 4 Drinks, 8 Cookies	
	Member Price \$15.00
Dinner for 4	\$30.00
4 Hot Dogs, 4 Chip Bags, 4 Drinks, 2 Cotton Candy, 1 Popcorn / 2 Frozen Treats / 2 Cookies	
	Member Price \$28.00
Sweet Tooth	\$5.00
Cotton Candy, Popcorn, 2 Frozen Treats, 2 Cookies	
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Epic Dinner for 1	\$16.00
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Hours

	Open	Close
Ticket Station 1	5:00 pm	8:20 pm
Ticket Station 2	5:00 pm	8:20 pm
Ticket Station 3	5:00 pm	10:00 pm

Set up

- Station Leads will get the following items from an organizer
 - Blue Wristbands
 - \$200 Float – Confirmed
 - Credit Card Machine
 - Credit Card Machine Instructions
 - Tickets – Green, Pink, Blue, White, Orange
 - Calculator
 - Ticket Station Count Sheet
 - Pen
- Ticket sellers will ensure the following at their assigned station location:
 - Table
 - Chair
 - Tablecloth
 - Large Sign with prices
 - Small sign with individual prices
 - Large sign with Covid Screening QR code
 - Hand sanitizer

Operations

- Covid Screening and **Blue Wristband**
 - One person from each household is required to fill out a Covid Screening Form online
 - They will show their completion screen, or a screen shot of the completed screen
 - Each household member will receive a blue wristband signifying they have completed the screening
 - **To enter the parking lot area, each attendee must have a blue wristband**
 - The station lead will monitor the flow of traffic at their ticket station access point for blue wristbands
 - Ticket sellers will assist as able
 - **Entry will be denied to anyone that will not or cannot complete the screening form**
- Selling Tickets
 - Add up the prices of items/combo requested by the attendee
 - Calculator is available if required
 - Take payment either by cash or credit card
 - See credit card instructions sheet
 - Provide Individual Tickets to attendee for each item ordered
 - If it is a combo with raffle tickets:

- Cash - give \$5 to the Raffle Volunteer Seller– Raffle volunteer will provide Tickets to customer
- Credit Card - \$5 to be processed on Raffle Credit Card Machine – rest on Ticket Station Credit card machine - Raffle volunteer will provide Tickets to customer
- Raffle Notes:
 - Raffle Tickets can only be sold to attendees 18 years and over
 - Combos with raffle tickets can be purchased without raffle tickets for \$5 less
 - Raffle sales end exactly at 8 pm

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	Member Price \$45.00

- Call your Station Lead if:
 - You are getting low on change/small bills (you can buy change/small bills from the Raffle volunteer if they have extra)
 - You are getting low on Tickets
 - You need a quick break
 - Any questions at all
 - Any issues with the credit card machine
 - You receive a donation
- Notes:
 - **BBQ closes at 8 pm – no hotdogs will be available after this time;** all other items will have a table in the BBQ area for the duration of the movie
 - **Raffle Ticket Sales end at exactly 8 pm**

Station 3 – Transition

After 8 pm Station 3 will move to under the BBQ tents for the remainder of the event. All items will be moved to a new table and chairs that is set up to receive you including all signage. An organizer will let you know when it is time to move.

Shut down

- Count your cash and remaining tickets and enter it on your Ticket Station Count Sheet
- Run a Credit Card Report – see credit card instruction sheet
- The calculation can be done or brought to Station Lead for assistance
- Bring your Ticket Station Count Sheet, Credit card report, unsold tickets, credit card machine and cash envelope to your Station Lead
- Station Lead will confirm your Ticket Station Count Sheet and take to NHCA Booth
- Return Station Items to area designated by the organizers – Check with Station Lead for locations
- Volunteers are free to go at this point but may remain to help Station Lead with any final clean up