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| **Red Deer Ringette**  Working Instruction: Pub Night Team Representative | | | |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* The Pub Night representative is the point person for information between the team and the Pub Night committee. RDR holds one pub night a season as our primary association fundraiser.

# Section 2.0 Approximate Time Commitment:

* 2 meetings of approx 2 hours each
* General responsibilitie as per below – approx 10 hours total
* Volunteer commitment is complete after Pub Night is done (approx mid- November to mid-December).

# Section 3.0 Responsibilities:

* Attend kickoff meeting as arranged by the Pub Night Committee.
* Distribute ticket packs to team members.
* Solicit Silent Auction item as per minimum value (this task can be delegated to someone to do, rep is responsible for ensuring an item is obtained).
* Deliver ticket stubs, liquor (if indicated) and silent auction item(s) to Pub Night Coordinator as per timeline communicated at kickoff meeting. This may be the second meeting noted above in time commitments.
* Communicate lost tickets to the Pub Night committee immediately as required by the Alberta Gaming Commission.