



PRIZE REDEMPTION CENTER

REQUIREMENTS:

- 2 - 8 ft. Tables or 3 - 6 ft. Tables
- Scissors
- Large Trash Can
- Plenty of room for lines to form - Suggested rooms for Prize Center would be the Library or Music Room.
- Chairs or extra tables lined up behind tables are helpful for setting up inventory for volunteers to pull from.
- CC&E provides tokens for prizes, but DOES NOT provide token containers for placement at individual games. Suggested containers would be 2-pocket aprons (available from hardware or paint stores), buckets or coffee cans.
- During early hours of event, 1 or 2 volunteers; During last hour and count back - should have 4 volunteers.
- PLEASE do not add any inventory/prizes to the CC&E Prize Center.
- \$300 Prize Center minimum from CC&E.

Please have tables set & ready for CC&E personnel to set up your redemption center on delivery day. We will leave 2 copies of your Redemption Center counts with your volunteers. Once an hour, take some tokens around to each game to make sure they have enough. At the end of your event, have volunteers count the items that are remaining and fill in both copies (End Count column on spreadsheet). Keep 1 for your records and return 1 to us in our Token tub Also, please ensure all tokens are returned to the token tub from the game locations. Post carnival, CC&E will calculate your Redemption Center and bill accordingly in your final invoice for your event.

Remember!! Tokens are Money! Do not put tokens out at games until start of your event. Make sure tokens are not left unattended. We suggest the first volunteer for each game pick up an apron or bucket filled with tokens when they check in for the first shift and then pass it along from volunteer to volunteer during the event.