

QUILT GUILD BY THE SEA

SPECIALTY QUILTS/DONATION QUILTS TICKET SALES JOB DESCRIPTION **Updated January 2017**

- Order tickets and post cards as needed
- Schedule volunteers to sell tickets at outside events
- Make sign up forms and procedures for outside sales when needed
- Sell tickets at guild meetings
- Turn money collected at guild meetings into treasurer at the end of the meeting
- Keep ticket stubs in a safe place until drawing date
- Arrange to have the drum brought to the meeting for the drawing