

**Door Greeter Instructions**

The Door Greeter schedule is posted in the weekly Choo Choo Shag Club newsletter. If you cannot participate as scheduled, please find a replacement for your scheduled night if possible, and notify us via email at choochooshagclub.com, or contact Kim Jackson, VP of Membership, at 423-313-5809 who can help with substitutes.

Please arrive by 6:10 p.m. Doors open at 6:15, and Lesson begins at 6:30. Locate the Sign-In Log, pens, 50/50 tickets and bucket(s) and the cash box brought in by the Treasurer in a black bag. There is also an apron for the 50/50 sales if you wish to wear this. It has the price of tickets. .

Set up near the entrance. Meet & greet all who enter – Welcome Our Guests! Ensure that everyone signs in as either a Member or Visitor. A member or visitor’s signature confirms their acceptance of the club terms. One person signs per line – couples sign in separately. We do have an information sheet for visitors and a separate sign-in sheet for any visitor who wants to be added to the newsletter distribution (by email), as well as new member forms in the notebook. Please ask visitors if they have any questions and refer them to an officer for any questions you are not able to answer.

Collect the appropriate amount for entry. First-time attendees will not be charged admission. We have recently voted that Door Greeters will not have to pay on the night they work since dancing time is limited. Door Greeters handle the money, make change, and always monitor the cash box. If members and visitors fail to write in the amount paid, please add this so the totals can be done at the end.

We have a 50/50 drawing every night we dance, and 50/50 ticket sales can begin immediately as attendees sign in at the door. This is a good time while they have change in their hands. After the number of attendees entering slows down, usually around 8 pm, you will also walk around the tables and sell more 50/50 tickets. When done selling 50/50 tickets for the night, add the 50/50 money collected and write this amount on page two of the sign in sheet. Take half of the total amount collected to Ken Hughes, DJ / VP of Social who will have someone draw for a winner. You should also document who received this and if they returned any as a gift.

Please take a photo of the attendance sheet and send to Kim Jackson at 423-313-5809. Return the cash box, unused 50/50 tickets and sign-in Logbook to Tracy Craddock, Treasurer or the highest-ranking officer in attendance.

Thank you for taking your turn and being a team participant in our Club!

Updated: 2/17/25