

# ADMISSIONS

## INSTRUCTIONS & PROCEDURES

**Your job** is to welcome shoppers & collect admissions donations at the door. Stamp each person's hand as they come in (we don't need to keep a tally) & direct them to put their food donations in the boxes.

**Admission** \$4.00 per person over 12 years of age (general public)  
**Per Day** \$2.00 PNA members (we trust people who say they are members)  
**plus an optional** food item or cash donation for food bank per household

The suggested admission price is a donation. We don't turn anyone away.

**Entertainers & volunteers** (including preschool volunteers) will identify themselves & are admitted free.

**Sponsors/other guests** may present a complimentary pass. Please put pass in cash box.

**Aprons** are provided for each volunteer. Please wear an apron and **nametag** while you are on duty. Be sure to pass the aprons along to your replacements.

We **stop collecting admission fees at 4:15** but we'd like you to stay as a greeter until 5. People may still want to make a donation to the Hot Meal Program jar.

**Parking slips:** Entertainers may ask for a parking slip. They need it to park in the "Entertainer" spots. They are in your supply bag.

**Blue Building Note:** If people get too lined up waiting to come in, encourage them to go to the brick building first.

**Food donations** will go to Greenwood Food Resource Center. Please try to keep the boxes tidy if you have time. Food will be picked up daily. Make sure people know they can make a cash donation also. Cash donations will go to the PNA Hot Meal Program.

**Be sure** people don't put admission money in the food bank donation jar. Building supervisors or event coordinators may periodically make change out of the food bank donation jar. This is okay.

**Checks** made out to the PNA can be accepted for the exact amount only. Cash machines are located in Community Hall in the Brick Building and downstairs between the Red & Blue Rooms in the Blue.

**Instructions for cash pick-up** are in the cash box. If you need a pick-up, ask a building supervisor or event coordinator- they are carrying radios.

**When your shift is over**, please be sure your replacement arrives before you leave. Take a moment to orient the new worker to the job. Contact anyone with a radio if your replacement does not arrive in a timely manner.

**If you need help**, find the building supervisor or an event coordinator. They are carrying radios.

**THANK YOU VERY MUCH FOR HELPING.  
YOUR SUPPORT FOR THE PNA IS MUCH APPRECIATED!**