

Binder



**The Royal Canadian Legion  
RCL Branch 638 Kanata**

**Branch Event Ticket Sales Policy and Procedures**

**Issue Number: 001**

**Issue Date: 18 / 06 / 2014**

**Policy**

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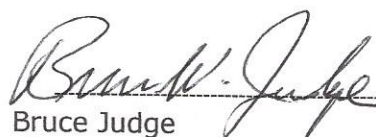
The Branch Event Ticket Sales Policy and Procedures has been developed to allow all members the opportunity to purchase tickets for Branch events in a timely fashion, and to provide adequate time for the event organizers to purchase supplies and make preparations for the event without having costly overruns.


**Procedures**

1. The Event Co-coordinator, in consultation with food preparer. will set and advertise the cutoff date for ticket sales, payment and pickup. All tickets must be paid for prior to or on this date.
2. Those wishing to make reservations without immediate payment may do so, however:
  - a. They will only be put on a waiting list until the tickets are confirmed and paid for.
  - b. Their unpaid tickets could be sold close to reaching maximum attendance level.
  - c. All tickets must be paid for before the event cutoff date.
3. For control purposes a signup/purchase list and a reservation/waiting list will be kept behind the bar. All purchases and reservations must be entered on the appropriate list.
4. There will be no refunds given after the cutoff date.
5. The Event Co-coordinator will ensure that this information is disseminated to all ticket purchasers and sellers.
6. Any changes to this policy for special events must first be approved by the Branch Exexecutive.

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This policy statement has been approved by the Branch Executive on 12/06/2014 and ratified at the Branch General Meeting on 18/06/2014.

  
Bruce Judge  
Policy and Procedures Committee

  
John Sher  
President

18/06/2014  
Dated