

INSTRUCTIONS FOR POKER RUN AIRPORT 99 VOLUNTEERS:

Arrive by 9 AM. PLEASE STUDY THE POKER RUN RULES ON THE SCORE SHEET.

Bring with you:

- The supplies bag you received. It includes plexiglass poster holder with WELCOME sign, envelope to turn money in, plastic document holder, scotch tape, shoes, decks of cards, clipboard, lunch menu/order form, POKER RUN Flyer, staples, stapler, marker, 15 score sheets (hands). (BJC includes 30 score sheets and 4 decks of cards.), and THESE INSTRUCTIONS
- Please bring at least \$100 worth of bills to use for change. Suggest \$5's and 10's and a few 20's. (Of course you will end up with as much as you brought of your own money.)
- Something to keep the money in – like a box or pouch of your choosing.
- PLEASE MAKE A SIGN TO BE POSTED AT THE ENTRANCE FROM THE PARKING LOT TO THE FBO INDICATING HOW TO GET THERE FOR THE VEHICLE DRIVERS.

Post signs in parking lot with ARROWS showing vehicles how to get to FBO. At EIK, post a sign by the walk-thru gate at the parking lot warning people about the ACTIVE taxiway.

Set up table outside FBO

- Shoe with cards. Shuffle together, then load **two** decks of cards into the shoes.
- Score Sheets (called “hands”)
- Lunch menu and order form
- Cash box/ pouch
- Stapler and staples
- Marker (color designated for your airport)

When someone shows up to buy a hand or draw a card:

- They can buy as many hands as they want. \$20/hand
- If they already have a score sheet (hand) from a previous airport, you just have them draw a card (or two)
- Follow the instructions on the Score sheet
- Staple the card they draw to the sheet, then sign it with the designated color marker. Sign it so your signature goes on both the card and the paper.
- They can buy more score sheets (hands) from you if they want
- If they are short of cards because they didn't go to all the airports, they can get the cards they need at the terminus.

Lunch Orders:

- Lunches cost \$15, to be paid to the person taking the order. Cash or check to the Colorado 99s.
- Have them chose which **Jimmy-John's Box lunch they want.**
- Tell them that drinks – sodas and water – will be available with the lunch at the terminus.