

# Tour Ticket Pickup and Sales

- Tour registration will be from March 9 – March 20.
- Tickets not pre-registered for will be on sale at this time.
- Pre-registered tickets will be sorted by Finalist's or Teacher's last name and you will need to collect the amount of money shown on the envelope.
- There will be a sign-up sheet for each tour that needs to have the names of the people buying the tickets so the guides have a clear picture of how many they are responsible for.
- Please point out to students that they will need to be in the designated room at the LSC BEFORE the departure time listed on the tour ticket.
- The people handing out tickets and handling sales will be in charge of deciding:
  - How to handle the flow of traffic in and out of the room.
  - How the tours should be split up by table (alphabetical, reserved vs. on-site, etc.).
  - How to divide the tasks of handing out tickets, collecting money, etc.