

## Registration

There are six full-service registrations stations at the guest check-in tables at the main entrance. Each station is made up of a team of two registration volunteers. One volunteer is responsible generally for ticket sales and one for wrist-tix. Your station should have the following supplies:

- Food Tickets
- Bella Sera Tickets
- Wine Tasters’ Select Tickets
- Hole punch
- Helpline phone numbers
- Cash box & change
- Credit card machine & slips
- Pens
- Will-Call list
- Group Registration Addendum

### **Ticket sales volunteers:**

Provide event tickets and food tickets to guests in exchange for payment or name match on the will-call list. Have guests complete a Registration Addendum Card if: (1) he/she is listed generically under the name of a group, (2) he/she claims to have paid for tickets in advance but is omitted from the will-call list, (3) he/she claims to have lost tickets.

Tickets prices to the event are as follows:

Wine Tasters’ Select .....	\$90
Regular Bella Sera admission .....	\$50
Non-drinking Bella Sera admission .....	\$25
Children 13-21 years old .....	\$25
Food tickets .....	\$3

Guests may purchase food tickets only if they have also purchased a ticket to the event OR if they are under 13 years old.

As volunteers you act as hosts for Bella Sera and represent Chattanooga Endeavors. Be hospitable – smile, talk with your guests, ask if they’re enjoying the evening, and have fun.

- Volunteers should complete our online registration form prior to the event.
- Volunteer Orientation will be Friday at 6:00 p.m. at Renaissance Park.
- Please dress casually for the event.
- Souvenir aprons will be provided that will identify you as a Bella Sera volunteer.
- Check-in at the Volunteer Tent 30 minutes before the start of the event.
- You will receive detailed instructions about your volunteer assignment at check-in.

Thank you for your help with Bella Sera and we hope you will have a beautiful evening with us this year.