

## COIN SHOW MANAGER

### DEFINITION:

Responsible for dealer assistance and check-in activities the day of the coin show. Makes public announcements, including raffle and door prize drawings. Is available and on-site during the hours of the coin show to carry out duties.

### DUTIES:

- Arrive early to assist Bourse Chair with set up of tablecloths and dealer signs.
- Assure display cases and lamps are delivered to pre-paid dealers.
- Assist in getting badges to dealers and with move-in.
- Assist dealers in finding their assigned table.
- Assure dealers have trash bags.
- Collect registration money from dealers and early bird dealers.
- Solicit door prizes from dealers.
- Draw slips for hourly door prizes and present to winners.