



© Williams Graphics '10

January 28, 2024

## RESPONSIBILITIES OF THE MORRIS CRUISE NIGHT BENEFICIARY'S

Dear Beneficiary,

We are excited to have you as a selected Morris Cruise Night charity of choice and would like to provide you with a list of responsibilities to ensure a successful event. Please review the following guidelines:

1. 50/50 Tickets: It is your responsibility to order and purchase your 50/50 tickets. Additionally, you must obtain a 50/50 License from City Hall for your event. The license requires two signatures.
2. Ticket Quantity: We recommend selling "13,000" tickets, considering that the 6 for \$5.00 option contributes to the total number of tickets needed. The printed tickets should read as follows:

Morris Cruise Night

50/50 Raffle

Benefiting (Your Name)

3. Ticket Printing: Most beneficiaries have obtained their tickets from Cal's Printing, but you are free to choose any printing service you prefer.
4. Entry Car Tickets: Three weeks before your event, you must provide Morris Cruise Nights with 3,000 tickets for the entry cars.
5. Ticket Sales Team: You will need a team of 12 to 15 people to sell tickets on the night of your event.
6. Ticket Sales Deadline: Please stop selling tickets by 8:15 pm. We require the dollar amount from your ticket sales no later than 8:25 pm at our registration tent.
7. Setup: Please bring your own chairs. A tent and table will be provided. Please be set up by 3:00 pm.
8. Advanced Ticket Sales: You may sell tickets up to 30 days in advance to prevent overlapping of sales.
9. Ticket Sales Location: Your table for ticket sales will be set up on the northwest corner of Liberty & Jackson, just north of our registration tent. Your tent will be green. Please be there by 3 pm.
10. Food Sales: If you decide to sell food, you will need to set up at the southwest corner of Liberty & North Streets. We suggest selling items such as hamburgers, hot dogs, cold beverages, and water. If another charity cooks for you, they must agree to give a percentage of their profit back to your organization. The percentage should be mutually decided between you and them. Please note that you must obtain a permit from the Grundy County Health Department for the sale of food.
11. Beneficiaries Choice Vehicle: Your group will need to select the Beneficiaries Choice Vehicle. Please obtain the registration number displayed in the car window and the location where it is parked. Provide this information to our registration tent. Introduce yourself to the owner and inform them that their vehicle has been chosen as "The Beneficiaries Choice." They should have their vehicle pulled up in front of your table by 8:00 pm. A Morris Cruise staff member will escort them to that spot. Only cars with registration cards are eligible.
12. Beneficiaries Choice Award: The Morris Cruise Night will supply an award for the Beneficiaries Choice, which includes \$50.00 in cash or a gas card and a Morris Cruise Award Shirt.

13. Entry Fee Contribution: You will receive \$3.00 from Morris Cruise Night for each entry up to 1000. We will provide you with this number by 8:00 pm.

14. Payment: Morris Cruise Night will issue a check to you within a week. Please provide a contact person and their contact information for payment purposes.

15. Photography: The Morris Cruise Night photographer will take photos of the winners. If you would like anyone to be in the photos, please be present at the winning car by 8:30 pm.

16. Goodie Bag Deadline: The deadline to include anything in the Goodie Bag is as follows:

- May 28, 2024: For the June 12, 2024 Cruise
- June 25, 2024: For the July 10, 2024 Cruise
- July 30, 2024: For the August 14, 2024 Cruise
- August 27, 2024: For the September 12, 2024 Cruise
- September 24, 2024: For the October 9, 2024 Cruise

1. We strongly encourage and kindly request that your organization actively promote and proudly showcase its role as the designated charity for Morris Cruise Night (MCN). This includes raising awareness about your involvement through various channels such as social media, newsletters, press releases, and any other means available to you. By highlighting your partnership with MCN, you can maximize the impact of your organization's participation and engage the community in supporting your cause.
2. If you have any questions, please feel free to contact Herb Wyeth at 815-405-9640. We encourage you to make copies of this letter and distribute them to your members.

Thank you for your cooperation and support.

Sincerely,

Herb Wyeth

Morris Cruise Night Committee