

EOPA WHS FOOTBALL PARKING LOT FUNDRAISER

TIMELINE

- 5:30 PM – ARRIVE AND BEGIN SETUP
- 7:30 PM – GAME BEGINS
- 8:00–8:15 PM – REMOVE ALL CONES AND RETURN THEM
TO THE FRONT DOOR OF THE SCHOOL OF MUSIC (BY THE BENCH)

LOCATION

Armstrong Music
404 Camp Craft Road
West Lake Hills, TX 78746



Responsibilities – Students

- Place the Orchestra Parking sign at the entrance (provided by Orchestra Club officers)
- Use cones to reserved spots (left of the handicap space)
- Direct cars to available parking spots
- Help track the number of open spots remaining
- Keep parking area clean—pick up and dispose of any trash
- Return all cones to the bench area at the end of your shift

Responsibilities – Adults/Orchestra Club Officers

- Reserved Parking:
 - Check the Reserved Parking Pass Purchasers list
- Ask student volunteers to guide reserved pass owners to their designated spots
- Sell open spots for:
 - \$20 cash
 - \$22 via Venmo or Wix (QR codes provided)
 - Confirm all payment by checking for a confirmation screen
- After 30 minutes past game start, reserved spots can be sold
- Enforce the following rules:
 - No parking on the grass
 - No BBQ pits allowed
 - Remind guests (and their children) to be respectful of other vehicles
- All funds collected must be given to the Orchestra Club Treasurer

Items Needed from Lead

- Parking lot signage
- Petty cash
- Flashlights
- EOPA Venmo & Wix QR Codes

Important Notes

NO RESTROOMS AVAILABLE ON SITE – PLEASE PLAN AHEAD.