



**MAY THE FOURTH BE WITH YOU:
THE GREAT DEATH STAR INFILTRATION CELEBRATION
SATURDAY, MAY 4, 2024**

FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

<u>SALES REQUIREMENTS</u>	2
Is there a dollar minimum of total sales for Actives & Seniors?	2
Will I be assigned ticket numbers?	2
<u>SALES TEAMS—TRACKING & REPORTING</u>	2
Who are the Sales Chairmen?	2
Who is my Team Captain?	2
How do I track my sales and how are they reported?	3
What will sales performance be based upon?	2
<u>PROCESSING SALES</u>	3
Can I enter the customer's credit card info, etc. on the SeeTickets site?	3
What are the different ways a customer can pay for their tickets and or sponsorships?	3
Can I split sales with another Member?	3
Can I request an invoice for a sponsor/customer?	3
Can a customer receive their sponsor package items/tickets before they make payment?	3
How does a customer indicate their referring Centurion in the online sales form?	3
How does the customer upload their logo and blurb? What format is required?	3
How does a customer purchase a ticket on the night of the event?	4
<u>SALES SUPPORT, MARKETING & PROMOTION</u>	4
Where do I find sales & promo tools and resources?	4
Where can I find the past five years of corporate sales?	4
How can I get a W-9?	4
Who do I contact for venue, custom, in-kind, or comp sponsorships or tickets?	4
<u>TAX INFORMATION</u>	4
<u>BENEFICIARIES</u>	4

SALES REQUIREMENTS

Q: Is there a dollar minimum of total sales for Actives and Seniors?

Yes. As required by our Membership Rules:

Active Members—are required to sell **at least \$3,500** for our Event, which may be from tickets (general admission and/or VIP), sponsorships, raffles, and monetary donations not associated with the raffle. In-kind sponsorships and raffle prize donations **do not** count towards your sales.

Senior Members—who moved to the Senior category on or after January 1, 2010, have the following Event sales requirements:

Year of Being a Senior Member	Number of Tickets
First	10
Second	6
Third and every year thereafter	2

Q: Will I be assigned ticket numbers?

No. We are continuing to sell all tickets and sponsorships online (no hard copies) through SeeTickets, so all ticket numbers will be assigned through the online system. You will direct your customers to purchase their tickets and sponsorships online.

SALES TEAMS—TRACKING & REPORTING

Q: Who are the Sales Chairmen?

Mike Censky (Sales Captain) 520-471-7482 mike@hslproperties.com
Nick Menke (Sales Co-Captain) 520-405-1989 njmenke@gmail.com

Q: Who is my Team Captain?

Your Team Captain should have reached out to you by now! If not, please contact Mike Censky, Nick Menke, or the Centurions Office.

Q: How do I track my sales?

Best way: Create a spreadsheet or other preferred means to track your work!

Other: Once sales begin, the Office will provide weekly sales reports—note that sales are posted only after full payment has been received—will be:

1. Emailed out to all Team Captains,
2. Posted at CenturionTicketInfo.com
3. Posted to our Member Portal under “2024 Event Sales & Promo Resources“

Q: What will sales performance be based upon?

Teams will be ranked by a combination of 1.) **TOTAL SALES \$\$**, and 2.) **% INCREASE** in sales YEAR over YEAR. For each metric, the top team is awarded 10 points and the bottom team is awarded 1 point. The two scores will be added together for overall points. Team with the most points WINS! Godfather’s sales and % increase will count towards the overall team’s sales.

PROCESSING SALES

Q: Can I enter the customer's credit card info, etc. on the SeeTickets site?

Yes. Either you or your customer may enter the customer's credit card information online to make the purchase. Please remember to **always** type your name—first and last with no spaces (e.g., joebrew)—whether you or your customer is completing the online order so that you get credit for the sale! AND... Please be consistent with how you enter your name.

Q: What are the different ways a customer can pay for their tickets and or sponsorships?

Customers will be directed to purchase and pay for their tickets and sponsorships online.

If a company needs to pay by check, the sale must be processed by the Centurions Office. The customer will then receive their tickets, etc. from See Tickets and a receipt from The Centurions.

All checks for Event tickets and sponsorships must be made out to "The Centurions."

If a customer provides their credit card information to the Centurions Office, their sale will be processed by the Office. They will then receive their tickets, etc. and receipt from See Tickets.

Q: Can I split sales with another Member?

Yes—here's how:

- 1.) First complete the sale and confirm payment has been made, and
- 2.) Notify the Centurions Office of your desired split; you cannot split sales through the online sales system.

Q: Can I request an invoice for a sponsor/customer?

Yes, please contact the Centurions Office.

Q: Can a customer receive their sponsor package items/tickets before they pay?

No. All customers will receive their tickets/sponsor packets after they submit payment.

Q: How does a customer indicate their referring Centurion in the online sales form?

There is a box to enter your name on the online order form—please note that your name **MUST** be listed as first and last with NO SPACES; e.g., Andy Brown would be entered as "andybrown."

Q: How does the customer upload their logo and blurb? What format is required?

All sponsors will receive a link and request to upload their logo in their receipt once they make payment. The URL for sponsors to upload their logos and blurbs is:

<http://www.submityourlogo.com/>

Format: High resolution JPG or PNG file (REQUIRED)

Resolution: 300 DPI and at least 1000 pixels wide & high (REQUIRED)

URL to upload logos: www.submityourlogo.com

Deadline to submit: April 15, 2024

For technical questions: Adam Dellos 591-3891 adam@adamdsupport.com

Q: How does a customer purchase a ticket on the night of the event?

Customers may purchase tickets online on Event night up until 11:45 PM. They will receive their ticket(s) via email. There will also be a “box office” presence near the front gate, basically a banner with the QR code directed to our online order page and Member(s) with an iPad to assist if needed.

SALES SUPPORT, MARKETING & PROMOTION

Q: Where do I find sales & promo tools and resources?

1. In the [Members-Only section of our website under](#) “2024 Event Sales & Promo Resources.” Your email address is your username and if you forgot your password, on our website just click on “Member Login” then “Forgot your password?” and enter your email address. You will receive a link to reset your password.
2. Posted at [CenturionTicketInfo.com](#)
3. See your Sales Team Captain

Q: Where can I find the past five years of corporate sales?

The past sales report is posted in our Member Portal and at [CenturionTicketInfo.com](#).

Q: How can I get a W-9?

Our W-9 form is posted in the [Member Portal](#) under “2024 Event Sales & Promo Resources,” as well as at [CenturionTicketInfo.com](#).

Q: Who do I contact for venue, custom, in-kind, or comp sponsorships or tickets?

Please contact Mike Censky, Nick Menke, Andy Brown, or Centurions Office. In-kind sponsorships and comp tickets are very limited and will be determined on an as-needed basis and must be approved by Andy Brown.

TAX INFORMATION

Q: Where will the tax deduction information be?

Any and all information we may provide related to tax deductibility is given only as general guidance, the customer is solely responsible for determining their tax obligations. The estimated value of goods and services for each ticket is \$40.

BENEFICIARIES

Q: Who are the beneficiaries for this event?

100 percent of all net sales will go to our selected charities for this year:

- [Assistance League of Tucson](#)
- [Candlelighters Childhood Cancer Organization of Southern Arizona](#)
- [Courtney’s Courage](#)
- [TMC for Children](#)