

Checklist for parents to follow when running a Licenced Gaming event

1. Determine what class of license you need to apply for
2. Obtain gaming licence application
3. Get PAC member(s) to sign application
4. Give copy of application to PAC
5. Apply for gaming licence
6. Have your event and be accountable to the expectations of the class of licence you have received
7. Deposit monies into PAC gaming account
8. Give ticket stubs, 50/50 ticket to PAC
9. Fill in Gaming Event Revenue Report and have PAC member(s) sign.
10. Provide copy of Report to PAC.
11. Submit a Gaming Event Revenue Report within 90 days after the expiry of each gaming event licence
12. Provide receipt of expenses to PAC, for monies to be obtained from PAC Gaming account.