

Quick Reference Cards - DragonCon 2026

Instructions: Print these cards and laminate for durability. Designed for mobile use at HQ and table locations.

CARD 1: CASH HANDLING FLOWCHART

PLAYER GAME PAYMENTS

Is Gaming Registration/Kiosk OPEN?

YES → NO CASH ACCEPTED

- Direct player to Gaming Registration/kiosk
- Reserved tickets: Available until game start time
- Generic tickets: \$5 each (3 for regular/\$15, 6 for charity/\$30)
- **Runner available?** Runner takes cash, exchanges for generic tickets, returns to player

NO → EMERGENCY CASH ONLY

1. Verify Gaming Registration is actually closed
 2. Accept cash with documentation:
 - Player name, amount, time, your name, reason
 3. Issue temporary receipt
 4. Notify Event Organizer immediately
 5. Convert to generic tickets when Gaming Reg reopens
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CHARITY DONATIONS

ALWAYS ACCEPTED (Cash or QR Code)

At-Table (Table GMs):

- Document: Player name (optional), amount, donation type, table #, time
- Secure cash with GM until end of game
- **NEVER leave charity cash unattended**
- Hand ALL cash + documentation to GM HQ with paperwork

At HQ:

- Raffle tickets: \$10 each, 3 for \$25
- Direct donations accepted
- Document: Amount, donor (optional), time, your name
- Secure immediately

END OF DAY - NO EXCEPTIONS:

- **ALL charity cash to Event Organizer DAILY**
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CHAIN OF CUSTODY (ALL CASH)

Every handoff requires:

- Who collected: [Name]
- Amount: [Exact \$]
- Date/Time: [When]
- Handed to: [Next person + confirmation]

CARD 2: PAPERWORK HANDOFF CHECKLIST

TABLE GMs → GM HQ (End of Every Game)

REQUIRED from every GM:

- Game tracking sheet (scenario, table #, player counts)
- Chronicle status (provided? physical/electronic? or needs HQ trigger?)
- Charity documentation (if any collected)
- ALL charity cash (if any collected)
- Incident reports (if applicable)

Cannot leave until GM HQ confirms receipt

GM HQ → NEXT SHIFT (30-Minute Overlap)

Outgoing GM HQ:

- Bundle all paperwork by time slot/game
 - Brief incoming on outstanding map checkouts
 - Note any GM issues or concerns
 - Hand off materials and confirm receipt
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PLAYER HQ → NEXT SHIFT (30-Minute Overlap)

Outgoing Player HQ:

- Bundle all tracking sheets and logs
- Brief incoming on ongoing situations

- Hand off any cash collected
 - Confirm outstanding issues
 - Get confirmation from incoming volunteer
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END OF DAY → EVENT ORGANIZER

ALL Shifts:

- ALL paperwork bundled and organized
- ALL charity cash secured
- Outstanding issues documented
- Hand to Event Organizer (or designated HQ lead/VO if unavailable)

Event Organizer validates against DragonCon log book same day

CARD 3: EMERGENCY CONTACTS

PRIMARY CONTACT

Event Organizer: [Contact info in separate volunteer communication]

ON-SITE SUPPORT

VO Volunteers: On-site during convention **DragonCon Campaign RPG Leadership:**
Available in gaming area

DRAGONCON SAFETY

Safety Operations: L405-L406 Marriott **Immediate assistance for safety/security concerns**

EMERGENCY SERVICES

Atlanta Police Zone 5: 404-658-7830 **911:** Life-threatening emergencies only

INCIDENT REPORTING

Email: support@atlantapfs.freshdesk.com **For all incidents requiring documentation**

VOLUNTEER ABSENCE

Email: dragoncon-absence@atlantapfs.org

Include:

- Your name
 - Time slot affected (day + time)
 - Late or Absent
 - Expected arrival time (if late)
 - What you were scheduled for
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CARD 4: DRAGONCON LOG BOOK QUICK GUIDE

PAGE 1: SCHEDULED GAMES

Format:

```
Scenario Name | Table # | GM Name  
Table Fired? (Y/N)  
Real Tickets | Generic Tickets | Volunteers Seated | Total
```

Ticket Types:

- **Real (Reserved):** Pre-purchased for specific game
- **Generic:** \$5 tickets, can be used at any game
- **Volunteers Seated:** ONLY for table minimums OR Gaming Reg closed + comp-eligible

CRITICAL: Comp tickets NOT permitted for charity games

PAGE 2: ON-DEMAND CONTENT

Format:

```
Time Block | Table # | GM | Game System  
Tables Fired | Players | Combined Total
```

Time Blocks (Fri/Sat/Sun):

- 9-11am
- 11am-1pm
- 1-3pm

- 3-5pm
- 5-7pm
- 7-9pm

Game Systems: PFS2, SFS2

Note: Document even if zero tables fired

WHY ACCURACY MATTERS

DragonCon uses this data to justify resources for Campaign RPG. Your accurate entries help secure:

- More tables and space
 - Better equipment and support
 - Continued growth of TTRPG gaming
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CARD 5: CHARITY DONATION MENU

INDIVIDUAL DONATIONS (Any Player)

TIMING: Declare BEFORE rolling (except rerolls)

- **\$1** - Reroll (after seeing roll, max 1/roll)
 - **\$5** - +5 to single roll (before rolling)
 - **\$10** - +10 to single roll (before rolling)
 - **\$20** - Nat 20/Crit Success (before rolling)
 - **\$25** - GM rolls twice, worse result (before GM rolls)
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TABLE-WIDE DONATIONS (Full Table Participation)

\$50 Table Donation:

- ALL donors get **+10 to single roll**
- Each player uses once per session
- Works for: PFS1, PFS2, SFS1, SFS2

\$100 Table Donation:

- ALL donors get **"Make GM roll twice, take worse"**
- Each player uses once per session
- Works for: PFS1, PFS2, SFS1, SFS2

Rules:

- Total must reach \$50 or \$100 (don't need equal amounts)
 - Only donors get benefit
 - Exception: If someone donates for another player
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PAYMENT METHODS

- **QR Code** (preferred - at tables and HQ)
 - **Cash** (with full documentation)
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RAFFLE TICKETS (HQ Only)

- **\$10 each** or **3 for \$25**

- Winners don't need to be present
 - Must have legible contact info
 - Drawing: Monday 12-1pm (typical)
-

CARD 6: VOLUNTEER SEATING RULES

DEFAULT: VOLUNTEERS GET TICKETS

Preferred Process:

- Volunteer obtains ticket from Gaming Registration (reserved or generic)
 - Count under that ticket type in log book
 - Reserved ticket = "Real Ticket"
 - Generic ticket = "Generic Ticket"
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"VOLUNTEER SEATED" - TWO SITUATIONS ONLY

Situation 1: Making Table Minimums

- Table needs volunteer to reach 2-player minimum
- Volunteer plays without ticket to help table fire
- Count as "Volunteer Seated"

Situation 2: Gaming Reg Closed + Comp-Eligible

- Gaming Registration/kiosk is closed
- Volunteer is comp-eligible (based on volunteer ratio)
- Cannot obtain ticket because Gaming Reg closed

- Count as "Volunteer Seated"
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VOLUNTEER COMP TICKETS

Entitlement: 1:1 ratio (volunteer 3 slots = play 3 games free)

EXCEPTION: Comp tickets NOT permitted for charity games (must purchase)

[TBD]: 2026 process for obtaining comp tickets pending DragonCon confirmation

CARD 7: HQ SEATING PROCEDURES

RESERVED TICKETS = PRIORITY

10 Minutes Before Start:

- Begin mustering
 - Seat reserved ticket holders immediately
 - **DO NOT seat generic ticket holders yet**
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UP TO START TIME + 5 MINUTES

2-3 Hour Scenarios (Standard PFS2/SFS2):

- Reserved ticket holders get priority up to 5 min after start
- Generic ticket holders must wait
- Late reserved ticket holders still get their seats

4-5 Hour Scenarios (If Scheduled):

- Use 15-minute grace period instead
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5 MINUTES AFTER START

Now Seat Generic Ticket Holders:

- First-come, first-served in remaining seats
 - After 5 minutes: No further seating
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WHY THIS MATTERS

- Reserved tickets = guaranteed seats
 - Running late \neq losing reservation (within grace period)
 - Seating generics too early = angry reserved ticket holders
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COMMUNICATION TO GENERICS

"Reserved tickets get priority. We'll start seating generic tickets at 5 minutes after start for 2-3 hour scenarios."

Be patient, explain policy, emphasize protection of ticket purchases.

CARD 8: MAP LIBRARY CHECKOUT

GM CHECKOUT (At GM HQ)

Document:

- Checkout date/time
 - GM name
 - Scenario
 - Materials borrowed (specific items)
 - GM signature (typed for digital)
 - Expected return (end of game)
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GM RETURN (At GM HQ)

Document:

- Check-in date/time
 - Condition notes (damage, missing pieces)
 - Checked in by (GM HQ volunteer name)
 - Outstanding? (Y/N)
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GM RESPONSIBILITIES

While Borrowed:

- Keep materials secure at table
- Don't let players take borrowed items

- Report damage immediately

Return:

- Immediately after game ends
 - Cannot leave until GM HQ confirms return
 - Document any damage honestly
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END OF DAY (GM HQ)

- Review all outstanding checkouts
 - Follow up with GMs who haven't returned
 - Alert Event Organizer of issues
 - Cannot close until materials accounted for
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END OF CONVENTION

- Complete inventory reconciliation
 - Document missing/damaged items
 - Return all to Event Organizer
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CARD 9: 15-MINUTE EARLY ARRIVAL

ALL VOLUNTEERS - NO EXCEPTIONS

Previous Policy: Only GMs required 15 minutes early

NEW 2026: ALL volunteers arrive 15 minutes before shift

Includes:

- Table GMs
 - House GMs
 - HQ volunteers (all positions)
 - GM HQ
 - Character Creation/On-Demand HQ
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REVISED HQ TIMES

Friday/Saturday/Sunday/Monday:

- Morning: Arrive **8:45am**, shift **9am-3pm** (6.25 hrs)
- Afternoon: Arrive **1:45pm**, shift **2pm-8pm** (6.25 hrs)
- Evening: Arrive **7:00pm**, shift **7:15pm-1:15am** (6.25 hrs)

Thursday (Special):

- Load-in: **4:00pm** (no early - IS the early period)
 - First Gaming: Starts 7pm through midnight
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SHIFT BENEFITS

4 shifts = 25 hours (DragonCon free badge) **5 shifts = 31.25 hours** (Paizo PDF reward)

Overlaps: 1:45-3pm and 7-8pm for handoffs

WHY THIS MATTERS

- DragonCon expects punctuality
 - Setup, handoffs, preparation time
 - Late arrival impacts operations
 - Professional volunteer behavior
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IF RUNNING LATE

Email: dragoncon-absence@atlantapfs.org

Include:

- Your name
 - Time slot affected
 - Expected arrival time
 - What you're scheduled for
-

CARD 10: PRICING QUICK REFERENCE

GAME PRICING (2026)

Regular Games (5-hour slots): \$15 Charity Games (Interactive Specials): \$30 Quests on Demand / Learn to Play: FREE

TICKET TYPES

Reserved Tickets:

- Pre-purchased for specific game/time
- Available until game start time
- Example: 2pm game = buy by 1:59pm

Generic Tickets:

- \$5 each
 - Can be used at any game
 - Regular games: Need 3 (\$15 total)
 - Charity games: Need 6 (\$30 total)
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RAFFLE TICKETS

\$10 each or 3 for \$25

WHERE TO BUY

Online:

- DragonCon Gaming Reg website
- Players can purchase from phones at tables

In-Person:

- Gaming Registration (downstairs)
- **No kiosk on 2nd floor** (Gaming Reg lacks staff)

Runner Protocol: Take cash to Gaming Reg downstairs, exchange for generic tickets, return to player

These cards supplement full training documentation. Review complete guides for detailed procedures and context.