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✦**Casino License** - This should come in with the opening General Manager or Banker on the first day of your casino. AGLC typically sends this via email. There is information that is needed from both sides of the document. Sometimes the front and back page are separate attachments, so please make sure to print off both. If you have a hard copy that AGLC sent out, please make sure they have the original.

✦**Volunteer Schedule** - This should come in with the opening General Manager or Banker as well.

✦**Casino Account Cheques** - Four pre-signed cheques from your Casino Account are needed. If the signatories will be volunteering over the course of the two days then you can have the cheques signed when they come in for their shift. It is not necessary that the cheques be on-site at 9:00am on the first day; as long as they come in sometime over the course of the two days. A photocopy will be made of a cheque before it is filled out. This photocopy will then be voided and given to the Casino Operator so that they can deposit money into your Casino Account in order to cover the cheques you are writing for the Advisor Fees.

✦**Request for Casino License** – This form is in the email/package that you received from AGLC. It is the application form to apply for your next casino. As your Casino Advisors, we will submit this to AGLC on your behalf once your casino event is over. It requires the signature of either the President or Treasurer, so please make sure everyone has completed their portion of this form beforehand; unless of course they will be volunteering during the two days of the casino, in which case the document can be completed onsite.

Any last minute questions please don't hesitate to contact us.