

Raffle

Convenor: Dana Garrett

Preparations

Prepare tickets to be sold; make a large font, easier to read and fill out.

Contact helpers in advance to remind them of their shifts.

Set up a small table and 2 chairs in the auditorium by the south door, not blocking the exit.

Put a white tablecloth on the table (should be in the bin for Raffle Table).

Display "Judge's Choice" painting on an easel so that it is very visible. All signage should be in the Raffle bin.

Raffle ticket box should be kept current with a picture of the previous year's Judge's Choice painting.

Set up a sign with ticket prices along with several blank tickets and pens.

Have several pens available for fill in tickets to avoid keeping customers waiting.

Have cash box with float (\$20) ready. Float should be obtained from the treasurer at the beginning of each day.

There should always be 2 people on the raffle desk!

The raffle convenor counts the cash at the end of each day, takes out the float (\$20) for the next day and gives the proceeds in an envelope to the treasurer.

Procedure

Make visitors aware of the painting, and ask them to buy tickets for the painting displayed.

Tickets are \$2 each or 3 for \$5.

Explain to guests the purpose of the raffle, when the draw is (just before closing time on Saturday), how the winner will be contacted (by phone) and where the proceeds go.

Just before the end of the show take the raffle box to the stage and have a member "draw" a name.

Mark down the name of the painting, the artist and the winner. Put this in your show report.