

LAMBETH ART ASSOCIATION

RAFFLE DESK JOB DESCRIPTION

Preparations:

Lead to make sure the sign-up sheet is filled prior to the show.

Lead to send a list of the five raffle pieces and an image of each piece to the **Social Media Coordinator** for promotional use.

Show Coordinator to prepare and print tickets to be sold; use a large font as it is easier to read and fill out.

Sign Lead to prepare signs to be placed at each entrance to the church and at the Raffle Desk telling people about the Raffle and what time and day the draw will be made.

Lead to prepare boxes for raffle tickets to be put into. Each box will be decorated with one of the posters used to advertise this year's Art Show and dedicated to one of the pieces.

Lead to contact Raffle volunteers two weeks in advance of the sale to remind them of their shifts and to let them know what is expected of them. Lead to provide each volunteer with a copy of all the responsibilities of working at the Raffle desk.

Lead to prepare and print an **Art Raffle List** (list of the five raffle pieces) and a **Daily Cash Sheet**.

Show Convenor or **Raffle Lead** informs the **Accounting Lead** of the "Judge's Choice" piece for the raffle. (This is so the member will get paid.)

Set-up:

-A long table and two chairs will be reserved for the raffle in the show room. Cover table with a tablecloth. The tablecloth and all signage should be in the raffle bin.

-Display the "Judge's Choice" piece prominently. An easel may be used as appropriate. Place a raffle ticket box close to this piece.

-Display the four member-donated pieces on the table. Place a raffle ticket box close to each piece.

-Set up a sign with ticket prices along with several blank tickets and pens. Have extra pens on hand to avoid keeping purchasers waiting.

-Lead to place a "Master Sheet" of all the volunteers' names, numbers, and shift times on the Raffle Desk, so if someone doesn't show up, they can be called and, if needed, a replacement can be found.

Duties:

-Have the cash box and float (\$100) ready. Obtain float from the **Treasurer** at the start of each day.

-There should be two people on the raffle desk at all times. Never leave the cash box unattended.

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

-Make visitors aware of the raffle; show them the works of art; try to interest them in buying tickets. Explain the purpose of the raffle (to raise funds for the club); tell them the draw will be done at 2:00 on Saturday, and they don't need to be present to win as the winners will be contacted by phone. NOTE: The more you chat them up, the more likely they are to purchase tickets!

-If a visitor doesn't have cash, they can be told that **the nearest debit machine is located at _____**.

-The **Raffle Lead** or the **Raffle Volunteer** on the last shift of the day should remove the daily float (\$100), put it in a plastic bag, and then count the remaining cash and place it in an envelope. Record the cash, minus the float, on the **Daily Cash Sheet**. Take the bag with the float and the envelope with the day's raffle proceeds to the **Cash Lead** for safekeeping overnight. Leave the empty cash box open on the raffle table.

-At 2:00 on the last day of the show, **Raffle Volunteers** take the raffle boxes to the stage and have a member "draw" a name for each piece of art.

-**Raffle volunteers** record winners' names and contact information on the **Art Raffle List** beside the appropriate work of art.

-**Raffle Lead** contacts the winners immediately and arranges for pick-up at the show. Lead takes any remaining paintings home and makes alternate arrangements for them to be picked up.

-**Raffle Lead** provides a list of winners to the Show Coordinator who will then share it with the **Social Media Convenor** for posting. **Raffle Lead** puts the raffle results into their show report.