

# Shanley Dinner/Auction Raffle 2011 Recap

475 Tickets Sold - \$9,500 Raised

## What worked well:

- Very successful...not much room for improvement
- For this group... having a "sales" contest
- \$5 gift card for all students; gift card for top sellers

## Suggestions for Next Year:

- 2 people assigned to Raffle
- End Raffle ticket purchase prior to Live Auction. Announce a last call for raffle tickets after dinner and have final drawing prior to the Live Auction
- Have drawings at 7p.m., 8p.m., and prior to Live Auction

## Supplies needed:

- Stickem (to count money)
- Paper Clips
- Rubberbands
- Clip boards (10)
- Envelops
- Calculator
- Pens
- Credit card slips
- Tickets

## To Do:

### Prior to Evening

- Recruit another parent volunteer to help at the event.
- Count out tickets (by 10) in bundles of 100. Suggest counting out 500 tickets
- Make Raffle Talley Board (use a bar graph for individual and thermometer for total sales)
- Attach prize slips to envelops

### At the Event/ Raffle Ticket processes

- Put together packets for each student team: Packet includes 10 tickets, \$50 in currency change, pen, credit card slips, and envelops. Attach to clip boards...each student team will be given a clip board to sell Raffle Tickets
- Student team will receive clipboard with packets.
- Sell tickets.

- Once student sells ticket, they keep  $\frac{1}{2}$  of the ticket and give the other  $\frac{1}{2}$  of the ticket to the person that purchased the ticket.
- After the 10 tickets are sold, student returns cash for tickets and ticket stubs for drawing and then gets more tickets to sell
- Student will update the Raffle Talley Board...marking down 5 tickets per person on the team
- Drawing for prizes is at approximately 7p.m., 8p.m., and after Live Auction

#### End of the Evening:

- Thank students for their help, give them all their gift card. Announce winners of the Raffle Sale contest
- Count Cash (2 people needed)
- Complete the Deposit form and put in secure cash bag