

How to run the Friday night raffle with timeline

6pm

- Volunteers arrive at 6pm to set up and sell tickets.
- Assign your raffle caller. Please note that this must be one of your volunteers and **not** one of The Star Hotel staff.
- Volunteers ask the manager on duty for a raffle pack, the master key for the "Pick a box" boxes, a float to begin selling tickets and the 2 x raffle buckets. The raffle pack contains 3 x drink vouchers and 1 x \$100 voucher from The Star Hotel. We recommend that the \$100 voucher is kept behind the gaming room counter for safe keeping
- 3 x drink vouchers are added to 6 x prizes provided by your organisation. The 9 x prizes/vouchers are put in the pick a box at random for raffle winners to pick out later and all boxes are locked. (If some of the prizes are bulky such as meat platters or veg/fruit boxes then they need to be written on a piece of paper and that put in the box.)
- Volunteers now start selling raffle tickets. The price for raffle tickets is determined by your organisation however they are usually \$1 or \$2 each and there is usually a multiple ticket discount e.g. get 6 ticket for \$5 if tickets are usually \$1 each.

7:30pm

- Some of the volunteers start to process the purchased tickets while other volunteers continue to sell tickets. Tickets are all added to one of the buckets ready for drawing.
- Ask the manager on duty for the microphone and keep it aside.
- Set up your Raffle Sheet with your organisation name and the date.

8pm

- **When calling the raffle stand in the bottle shop area. Standing anywhere else will cause microphone feedback.** Please take care to talk in a NORMAL tone of voice and hold the microphone 10cm away from your mouth as the microphone is tuned to amplify from this level. Do not raise your voice, do not hold the microphone against your mouth.
- Ask the manager to turn on the microphone and start calling the raffle. **Note: by law the \$100 star voucher must be called first as this is the prize of the highest value. This is not part of the pick a box and is always prize #1**
- When a raffle winner is drawn their ticket number is called out over the microphone. The next raffle winner is then drawn and called out over the microphone until all prizes are assigned to ticket numbers. **Do not** wait for each raffle winner to present themselves before drawing the next number.
- Once all prizes have been drawn you may need to call the unclaimed tickets again. The microphone is then handed back to the gaming room staff who will turn the music back on.
- The money then needs to be changed up, this can be done by the gaming room staff member. The float needs to be returned. \$40 also needs to be taken out by the staff member to pay for \$40 of the \$100 star voucher as the hotel donates \$600.