

Basket Raffle Coordinators

This is a two-person job.

Responsible for:

- Setting up themes and guidelines for raffle baskets.
- Providing theme write-up for newsletter and website.
- Gathering donations and arranging for help to create themed baskets.
- At the Show, arranging the display of baskets, adequate coverage of tables, tickets, bank, etc.
- Coordinating drawing on Sunday afternoon and arranging for transfer of baskets to winners.
- Transferring monies and receipts to Treasurer.
- Providing summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

Items needed:

- Table (provided by venue)
- Table cloth
- Cash box and starting money (provided by Treasurer)
- Sign for table (coordinate with the Interior Signage Coordinator)
- Roll of tickets
- Clip boards for people to write on
- Pencils/pens, paper, tape
- Extra basket for last minute donations
- Containers for tickets, 1 per basket

See separate file:

- Sample Raffle Basket Guidelines