

Raffle Quilt Ticket Sales Coordinator

Responsible for:

- Having tickets printed. We have used “A to Z Discount Printing” (www.printing-cincinnati.com) in the past, and have printed 2000 tickets. (see sample order)
- Seeking out venues to sell raffle tickets.
- Recruiting volunteers to sell tickets at venues.
- Providing pictures (or flyer with picture, see sample) of quilt and tickets to T&F members to sell to families and friends.
- Keeping track of who has which tickets and when they are returned (see sample tracking sheet).
- Coordinating with Treasurer for money taken in.
- Setting up space and overseeing the selling of raffle tickets at the Show.
- Overseeing worker schedule provided by Show Chairs and arranging coverage for any unassigned times.
- Coordinating drawing on Sunday afternoon and arranging for transfer of quilt to winner.
- Providing a summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

Materials:

- Raffle Quilt
- Portable Quilt Rack (owned by guild)
- Container of Supplies:
 - Guild Banner
 - Tickets
 - Containers
 - Cash box
 - Pens
 - Sheet
 - Safety pins

See separate files:

- Sample Raffle Quilt Flyer
- Sample Ticket Order
- Sample Ticket tracking sheet