

**Throughout Year:**

Look for discounted items that could be used in raffle

**September:**

Write short reminder blurb for newsletter asking for donations

**October:**

Review lists of donors

Start to think of categories for contacting online – try to plan on new contacts

Discuss donor list with other raffle members – make sure they can contact theirs again

**End of November:**

Update last year's donation request letter – supply to raffle members to use

Contact each donor from previous year by regular mail or email – send updated letter

Start new working list and record comments

**December:**

Write article for newsletter asking for donations, reminding members about upcoming symposium and raffle

Check after Christmas sales for discounted items that could be used in raffle

Go in person to the local businesses. (This usually involves multiple trips as the first one the manager may not be there.)

The reason for going in person is most of the time they will say yes if you are standing there in front of them.)

Talk with other committee members to monitor progress

**Beginning of January:**

Make second trip to finally see the person at the local businesses and tell them what you are looking for.

Resend out donation request letters by mail or email to promising people and businesses

Make follow-up reminder calls and reminder emails

Talk with other committee members to monitor progress

**Middle of January:**

Make third trip to local businesses in order to collect their donated items.

Contact those who promised donations that have not been received yet – determine when items should be delivered

Update Raffle Item List – make sure each item is listed in detail for tax receipt purposes; list values when provided

Update donor contact information – name, title, and addresses for follow-up thank you letters

Talk with other committee members to monitor progress

Start lining up help in transporting raffle items to symposium with other attendees

**End of January:**

Pack cars Thursday night – coordinate others taking raffle items up in their cars for their arrival times

Deliver donated items to symposium; unload vehicles

Record all items brought to symposium for raffle on Raffle Donor List by attendees

Double check Raffle Donor List for accuracy with items promised to come against what actually arrives; correct list

Post raffle ticket sales signs around building

Continuously publicize raffle at every opportunity to symposium attendees; encourage attendees to purchase tickets

Create baskets, group prizes by value or themes

Set up raffle table and ticket buckets for prize groups

Take pictures of raffle prizes for newsletter and web site

Publicize donors before raffle begins

Hold raffle

Clean up raffle table area; put tables up; realign chairs in that area; take down raffle ticket signs

**Beginning of February:**

Write thank you letters to each donor and mail out

Send list of donors and items out for mention in the WRNC website and newsletter

Include pictures of logos for advertisement if requested by donors

Discuss raffle with committee members, share comments, suggestions for improvement, etc.

Thank raffle committee members for their help, time, and effort in making raffle a success (again!)

Toni O'Neil