

Raffle stall



1.

Book your stall at the event (we have public liability insurance). You will probably be required to pay for a space. CRF can reimburse in most cases. Please let us know of your plans. Check the venue will provide a table and chair. If you have your own gazebo then this could be useful.

2.

Three months before the event date write to a large number of national companies asking for donations (email us for a template letter on headed paper).



3.

Contact local businesses - asking in person tends to be better (and businesses that know you, even better) but take the letter with you so they can read it later. Ensure to mention the local connection if there is one.

4.

Once you have raffle prizes start promoting them on your social media pages. Decide on your price - usually £1/ticket and £5 a strip. Create a flyer listing your prizes (CRF can do this for you).

5.

Ask friends and family to help man the stall - create a rota

6.

If we haven't already sent them to you, contact CRF so they can send you some FAST FACTS info sheets to display, a printed QR code for donations, raffle tickets and some fundraising booklets. Depending on your location we may be able to get a roller banner to you.

7.

Go to the bank or post office and ask for a float. Dig out a container to keep it in at the event.

8.

Get a collection of pens - remember that you will need a way to contact people once the raffle is drawn (get them to write their phone number and first name on the ticket stub).

9.

If it's an outdoor event see if you can borrow a pop gazebo from a friend for shelter / shade. Check that a table and chair is included.

Registered with



FUNDRAISING
REGULATOR

On the day - check list



Float

Stall rota

Raffle tickets & container

Raffle prizes to display + printed list of prizes

Pens (and paper - because you never know)

Table cloth and decorations (plus gazebo)

Fundraising booklets, FAST facts, QR code, (banner and collection tins if provided)

Letter of authorisation, lottery licence and Fundraising Regulator letter

Good luck and have fun!