**TOWNSVILLE CENTRAL STATE SCHOOL P&C**

**MEAT RAFFLE AT HOTEL ALLEN**

There are 2 meat trays and 1 seafood voucher to sell. They are usually sold one at a time. It is recommended that two people do the raffle together – one to hold the meat tray, while the other breaks off tickets & takes money.

The time required is approx 2 hours. Starting at around 5:45pm. It usually takes about 5 minutes to get set up so you can aim to start selling tickets by 6pm.

Steps:

1. There is a large white bucket with lid which will be dropped off to The Hotel Reception Office the day before. Go to the reception and ask for it. It has Central State School written on it. This bucket has tickets in it, 2x P&C badge and aprons to help you hold money and tickets. The seafood voucher will also be in the bucket (usually in a coloured envelope in the record book).
2. Meat trays are delivered during the day, and are kept at the main bar. If you approach the bar staff they will assist you. The usual sequence is to raffle one meat tray, then the seafood voucher, then the last meat tray.
3. Cost - $1 per ticket

 $2 = 3 tickets

 $5 = 7 tickets

 $10 = 15 tickets

There is a yellow laminated card with these prices in the bucket, it is useful to sit it on the front of the meat tray, to show clientele.

1. Do one whole round selling tickets (main bar, dining area, pokies room, and smokers area). When you have done one round, put ticket stubs in the bucket and ask someone (usually bar staff) to draw the winning ticket.
2. It is important to walk around all areas to announce the winning number. *IT IS IMPORTANT THAT CLIENTELE ARE MADE AWARE THAT THE FIRST RAFFLE HAS BEEN CLAIMED*. Once claimed, give the person the meat tray and keep their ticket. Many people will be staying for a while, so let them know that they can ask bar staff to keep their meat tray in the fridge until they are ready to leave.

Remember to collect the winning ticket to record in the book.

1. Repeat for sale of other raffles. It is usual to do the seafood voucher second, then the other meat tray last.
2. The Seafood voucher should be in an envelope in the bucket with a business card on the outside of the envelope. The voucher number will already be written in the record book, and the voucher has a 1 month expiry – PLEASE BRING THIS TO THE ATTENTION OF THE WINNER
3. Take the bucket & the Raffle money WITH YOU – and return it to the School Office on Monday (Tash will pick it up Monday arvo). Any queries or to make other arrangements contact: Sharon (0409 091 929) or Tash (0400 091 990)