

RAFFLE PLANNING CHECKLIST

Raffle Review

- Contact us for a free tailored review of your raffle permit requirements

Often a permit can be avoided. However, if required, many permit applications expect ALL raffle details to be noted, so it is important to have your prizes & planning done first.

Prizes

Consider:-

- Appropriate prizes for ticket audience
- Total prize pool value
- Finalise prize pool and obtain donors logos and website details.

Planning

Consider:-

- Ticket pricing
- Set fundraising goal
- Raffle duration
- Whether you plan to also sell paper tickets or use our cash receipting option instead
- Whether the raffle will be drawn at an event.

Complete Raffle Plan & Online Registration

- Use our Raffle Plan to gather important raffle information that you will need prior to completing the Online Application
- Complete RaffleLink Online Registration Form

Permit Applications

Apply for your permit(s), if required – Depending on the state an application can take from 7-28 days.

Promote Your Raffle

- Short list ways in which the raffle will be promoted. This could be via a website, email, newsletter or Facebook page, school bag notes or carpark flyers, posters etc.

- Access our free promotion tools via your Raffle Admin - Resources TAB such as the RaffleLink Promotional Schedule and downloadable artwork

- Enlist the assistance of “sales captains” who will liaise with local groups, individuals and the media to widen promotional points for your raffle. For instance, a captain’s workplace might display posters and include raffle details in a newsletter; a local business might share details on Facebook etc. Each sales captain should set a minimum of five promotional targets.

Monitor Sales

- Monitor your ticket sales 24/7 through our Client Admin Panel to determine progress and the likelihood of achieving goals. If more promotion is required, now is the time to brainstorm and allocate tasks.

Draw Prize and Promote Winners

- Draw your raffle & promote your prize winner(s) via your chosen link - Facebook or website. Remember not to mention your winner's full name to protect their privacy.

CELEBRATE ACHIEVING YOUR GOAL!

RAFFLE PLAN

Gather the following information to develop your raffle plan.

When complete, SAVE pdf file, then go to the **Online Registration Form** & transfer information to create your raffle. **IMPORTANT** - This information will appear on your raffle page. Raffle details must be entered and submitted in one session. Although changes to your raffle are possible via your Raffle Admin, major changes performed by RaffleLink may incur an amendment fee.

Non-profit Organisation Details

Non-Profit Organisation's Name _____

ABN (if applicable) _____

Street Address

Address _____

Suburb _____ Postcode _____ State _____

1st Contact (must be from benefiting organisation listed above)

Full Name _____ Position Held _____

Phone Number _____ Email Address _____

2nd Contact (must be benefiting organisation listed above)

Full Name _____ Position Held _____

Phone Number _____ Email Address _____

Promoter's Details (ONLY Complete if you are a promoter, individual or business fundraising for a charity)

Business Name _____ Full Name _____

Position Held _____

Phone Number _____ Email Address _____

Promoter's Address (This is NOT mandatory but if completed, will show on your raffle page)

Address _____

Suburb _____ Postcode _____ State _____



Brighter Fundraising

PO Box 6758
Upper Mount Gravatt Q 4122
admin@rafflelink.com.au
0428 734 714

Raffle Details

These fields have a character limit.

Headline: Write your *attention grabbing* headline. **Max 35 characters including spaces.**

Sub-Heading: Announce 'limited tickets' or write more about your prize or cause. **Max 50 characters incl spaces.**

Raffle Purpose: This is your chance to sell your story and engage your ticket buyers emotionally. Here you can also hyperlink your name to your website. **Max 1000 characters.**

Number of Online Tickets

Starting Online Ticket Number

NOTE: For RaffleLink's Cash Sales entry option, these tickets are considered 'online' tickets. If you are including printed paper tickets, then starting your online tickets at the beginning of the sequence allows for greater flexibility during the raffle. Examples. Online #1 - #10000 Paper #10001 - #20000

Total # Tickets on Sale

Total tickets will include both your printed paper & online tickets

Price per Single Ticket \$

This value is an estimate based on the Total Number of Tickets X the average ticket price of your mid-range ticket package.

Estimated Proceeds \$

Ticket Packages Three ticket packages are mandatory in order to sell more than a single ticket at a time. Packages do not necessarily need to be discounted. Do not include the single ticket price again in this section.

# of Tickets & Package Price _____	# of Tickets & Package Price _____
# of Tickets & Package Price _____	# of Tickets & Package Price _____
# of Tickets & Package Price _____	# of Tickets & Package Price _____

State(s) where tickets are on sale. Every state has its own raffle regulations and permits may be required. Get in touch with us to ensure your raffle is legal.

- | | | |
|-----|-----|----|
| ACT | TAS | SA |
| QLD | NSW | NT |
| VIC | WA | |

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Start Date _____

Finish Date _____

Drawn Date _____ for draw at an Event, nominate the same finish & draw date

Place of Draw (full street address)

Time of Draw _____

Website where winner(s) details will be displayed can be website or public Facebook Page

Newspaper where winner(s) displayed (if required by permit)

Nominated Raffle Website Name _____

This will form your unique raffle page URL where you will direct buyers to participate in your raffle. Can be words & numbers. Use acronym or relevant key words for your organisation/event. eg NBCF2018, Surftrider, Greekfest2018. Don't make it too lengthy or complex. Limit 20 characters

Payment Details

By law this must be the benefiting organisation's account where funds are to be deposited at close of Raffle

Payment Account Name _____

Payment BSB _____

Payment Account Number _____

Prizes

In the Description, clearly describe your prize including size, dimensions, colours, quantity, technical specs, duration, location, validity, restrictions, terms & conditions. To thank a prize donor/sponsor you can hyperlink their business name to their website eg. Prize courtesy of [Qantas](#). Add your hyperlinks and text formatting AFTER the online registration when you have a chance to edit your raffle.

These fields have a character limit of 1000. Count your characters using www.charactercountonline.com.

****We recommend saving additional prize descriptions in a separate word document to be easily cut & paste into the online form during registration. If you have more than 12 prizes you can complete the [Prize List Import Template](#) and send it through to admin@rafflelink.com.au to be uploaded to your page.***



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Prizes

1st prize: Description

Market Value \$ _____

2nd prize: Description

Market Value \$ _____

3rd prize: Description

Market Value \$ _____



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Prizes

4th prize: Description

Market Value \$ _____

5th prize: Description

Market Value \$ _____

6th prize: Description

Market Value \$ _____

NOTE - Save additional prize descriptions in a Word document so that you can easily copy & paste them into the Online Registration Form. If you have more than 12 prizes you can complete the [Prize List Import Template](#) and send it through to admin@rafflelink.com.au to be uploaded to your raffle page.