

Raffle Planner

Raising Money For: _____

Date of Raffle

Target to Raise

Theme

Time Frame

How long until the planned event?

Planned around existing event / season / holiday?

Selling tickets prior to the event?

When do the tickets need to be distributed?

When do you need the printed tickets to arrive?

Budget

BIG

SMALL

Maximum Outlay: £

Theme

Is your theme predetermined by season / event?

YES

NO

Is your raffle part of a fair / bigger event?

YES

NO

Legal Requirements

Have you registered the raffle with the council or charity?

Do you have your registered charity number (if applicable)

Do you know the price you're selling the tickets for?

Do you have the promoter's full name & address?

Do you know the date & location of the draw?

Raffle Draw

Venue / Location Details:



Time & Date:



Special Guests? _____

Health & Safety

Will there be volunteers at the event?

Do you need to carry out a risk assessment for the event?

Will you need a weather contingency plan?

Should you have a first aider present at the event?

The Raffle Ticket

How long until you need the tickets? (do you need an express despatch service?)

Do you know all the prizes?

Does the budget allow for standard / colour / bespoke style tickets?

Do you have the logos / images you want on the tickets?

Raffle Prizes

Who is the target audience?



Are the prizes themed?



How many prizes do you want?



What's the main 1st prize?



How will you source the prizes?



If the prizes are donated, who's donating them?



Promoting & Marketing

Who needs to be informed about the raffle?

Will you need printed marketing material?

Do you have a social media account you can use?

Who can help you promote the event?

To-Do List

- _____ ○
- _____ ○
- _____ ○
- _____ ○
- _____ ○
- _____ ○

Notes