

## **Opportunity Quilt Raffle Lead**

### **Role Description**

Oversees the distribution, sales and tracking of all tickets for the SWFQG Quilt Show Opportunity Quilt.

### **Timeframe**

From completion of the Opportunity Quilt through the Post Show Review Meeting.

### **Primary Responsibilities**

#### **Before the Show**

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify and engage the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Oversee the printing, sale, distribution and accounting of all Opportunity Quilt tickets in compliance with all applicable state/federal laws governing raffles. For sales tax purposes, the following must be printed on the tickets:
  - The word Donation,
  - The Registration number and
  - The official paragraph printed in CAPS
- Make sure that all printed communications (flyers, bookmarks, Opportunity Quilt tickets) that include a price on them have the word “Donation” on them to avoid paying sales tax.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Responsible for the design, printing, and distribution to the membership of the Opportunity Quilt tickets.
- Responsible to distribute and collect Opportunity Quilt tickets and money
- Provide an allotment of tickets to the Quilt Tour Lead.
- Responsible to track ticket income and Guild participation, audit ticket sales and ticket return reports after each showing and turn sales proceeds over to the Quilt Show Treasurer.
- Provide report of income to date from ticket sales at monthly Guild meetings

#### **During the Show**

- Responsible for the selling of tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.
- Responsible for ensuring staffing for ticket sales during the show; in coordination with the Staffing Lead.
- Conduct Drawing at close of show and notify winner.

#### **After the Show**

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.

- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.