**Project Leader: ???**

**Strategy:**

**Raffle:** Obtain items to raffle. What do staff and students really need and will the entry fee be worth the prize?

On the date of the draw, have someone close his or her eyes and pick a ticket stub from all the ones that were sold. Do this publicly.

**Reverse Raffle**: – All potential sponsors get a raffle ticket and sell it back for R10 to avoid getting their name drawn to do something embarrassing or out of the ordinary (wearing Rhodie suit for a few hours). What is the protocol for using / booking Rhodie?

Depending on what you choose and what your prizes are, what will you charge per entry and will there be a limit on the number of tickets someone can buy at once?

**Please note:**  You must inform Alumni Relation of your intention to approach Corporate and other donors. The office can assist with available prizes and inform you of approaches to those donors to date. (Knocking on the same doors at the same time is not feasible). Will you have only one or more than one raffles?

**Determine Your Available Resources:**

When / Where will this be held?

Who will make / provide / organise your prize?

Who will make your Ticket Stubs and raffle tracking sheets?

Who are your helpers and volunteers?

Do you have someone to rule who the winner is?

If you are making the prizes yourself, do you have the equipment (to make and package) the prize?

Will you serve / sell refreshments?

Who will make them and how will you serve them?

What will you charge per cup, glass, plate, entry etc?

Do you have the budget or product beforehand?

Have you added this to your overall plan?

**Hammer out the Details (**Who does What, Where, When and hoW much will it cost?**)**

Venue:

Equipment:

Prizes:

Refreshments:

Advertising / Posters / Invitations / Posters / Marketing:

**After event Report (**Lessons learnt, how do we improve the next one?**)**

Did the project meet scope, time, and cost goals?

What was the success criteria listed in the project scope statement?

In terms of managing the project, what were the main lessons your team learned?

Describe one example of what went right / wrong on this project.

What will you do differently on the next project based on your experience working on this project? What will you do with the items once you’ve used them? Can you use them again? Have you submitted this report to the Alumni Relations officer?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Strategy | Fundraising Goal | Target Audience | Task Description | Person Responsible | Due Date? | Cost |
| Raffle 1 | R 1 000.00 |  | Secure the date, time and venue. | **?** | **?** | **?** |
|  |  |  | Obtain prize. | **?** | **?** | **?** |
|  |  |  | List your target audience. Who will really like to win your prize? | **?** | **?** | **?** |
|  |  |  | Secure your ruler for the winner. | **?** | **?** | **?** |
|  |  |  | Serving / Selling refreshments? Who’s making them at what price? How will they be served / sold / packaged? Who will man those stations? | **?** | **?** | **?** |
|  |  |  | Who will make your ticket stubs and tracking sheets? |  |  |  |
|  |  |  | Market, Advertise / invite your audience. | **?** | **?** | **?** |
|  |  |  | Decide on how monies will be administered, reconciled and paid over to accountant. (both for raffle and sale of refreshments etc). | **?** | **?** | **?** |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
|  |  |  | Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
| Raffle 2 | R 1 000.00 |  |  | **?** | **?** | **?** |
|  | **R 2 000.00** |  |  | **?** | **?** | **?** |