

## **WHAT DOES AN OPPORTUNITY DRAWING CHAIR DO?**

If you are helping us with the opportunity drawing, then please arrive early so that you can set up the Opportunity Drawing prize table. Check with the Contest Chair concerning the time for set-up. You should remain at the table prior to the contest to sell tickets.

Ask for help selling the tickets by having additional individuals identified prior to the event to assist you.

**IMPORTANT: Ask those who buy tickets to write their names on the tickets to assist in a rapid distribution of prizes at the end of the meeting! A rapid distribution of prizes at the end of the meeting is ESSENTIAL to a fast fun event.**

Just before the break you'll announce some of the major prizes and encourage attendees to see you during the break to purchase tickets. Do not give away any prizes during this time.

Determine with the contest chair, prior to the event, the final time for selling tickets.

At the designated time, close the sales of tickets, hand all money to the contest organizer.

Once the contest sales are closed, announce when tickets need to be deposited in the prize bags. (LAST CALL). Announce that you will do the drawing starting after last call.

After the last call for tickets, select the winning ticket from each bag and tape it to the item. If possible, group prizes by winning names as this helps speed up the event.

At the end of the meeting, announce to the audience that the winning tickets have already been selected and then pick up each item and announce the winning name (or number if there is no name).

Use volunteers to quickly deliver the prizes!

Save the best prizes for last, when possible.

Note: It is okay for you to purchase tickets.