**Reverse Raffle**

Have two part numbered tickets printed with large stub having raffle information and small stub end having lines for name and contact information of person buying ticket. The ticket number must be on both sections of the ticket. The contact information end should have a place to select SPLIT or NO SPLIT. All tickets must be sold. If all tickets are not sold the club makes less money and the 1 in 125 (125 tickets printed on ticket) chance of winning is not accurate.

Example of Raffle Information on Ticket:

Reverse Raffle

To Benefit

Prince George County Rotary Club

Friday, November 30, 2018 – 6:00 pm

Disputanta Community Center

125 Tickets $25 each

Need not be present to win

Last five Tickets remaining have option to split grand prize

Grand prize $750

1st Ticket Drawn wins $25

50th Ticket Drawn wins $50

75th Ticket Drawn wins $75

100th Ticket Drawn wins $100

Buffet Dinner and dessert

Silent Auction

Person issuing tickets must keep track of which member has each ticket. Record all ticket numbers and the name of club member given that ticket. Track when ticket is turned in and keep track of those tickets that are still outstanding. The money for each ticket will need to be tracked also.

Once all tickets are sold:

All 125 tickets must be accounted for. Easiest way to do that is to put them in numerical order.

(Things you will need: tweezers, >125 index cards, bottles, bottle rotating drum with door, display board. The county has the bottles, drum, display board.)

(If the raffle is held at the Disputanta Community Center be sure to get the key to the building AND the key to the kitchen.)

(Things you will need for the pot luck. Tables, table cloths, electrical drop cords, utensils, plates, cups, ice)

(Have 50/50 raffle tickets available the night of the raffle and something to put them in for the drawing.)

Then take each ticket and write on an index card the ticket number, the person’s name and whether it is a split of non-split (N or NS). It should be determined before raffle whether tickets not marked are split of non-split. Default for past club raffles have been to make them split if they are not marked.

Once an index card has been created for all tickets the ticket stubs can then be inserted into the bottles.

All index cards can then be attached to a display in numerical order. The board should be made visible be the audience during the raffle.

Bottles containing stubs are then put into turning container or other container for drawing.

A paper containing numbers 1 through 125 with a line beside each number for recording the drawing order is needed.

Before drawing tickets make sure you have several pairs of tweezers to retrieve stub from bottle.

Have a person mixing bottles and drawing ticket, a person retrieving ticket stub from bottle, a person reading the number and name, a person recording the order the tickets were drawn in and a person removing the index card from the display board.

Periodically announce what ticket is being drawn (i.e. this will be the twentieth ticket drawn) and always announce when a winning ticket is about to be drawn (i.e. 1st ticket, 50th ticket, 75th ticket, 100th ticket) and stop before last five tickets are drawn. Talk to each of those last five ticket holders, if they are present, to see if they want to change their split or no split selection. If all are split then the last five will split the grand prize. Continue to draw tickets to see where each of the last five place in the drawing.