

# Door Prize and Basket Coordinators

**General Information:** Door Prizes are a quilt show daily activity in the Harvest building. Prizes are awarded hourly with the winners posted on a blackboard. Winner must be present to win (no need to write name on ticket). Tickets are good for the entire day. Raffle Baskets are collected from the membership and separate raffle tickets are sold for these baskets.

## Duties:

1. Door prize contributions are made by the vendors to the **Vendor Coordinator**. A slip is attached to the bottom of the vendor letter by the **Vendor Coordinator**, usually, as part of the letter. The vendors will give the **Vendor Coordinator** or **Door Prize Coordinator** these slips.
2. Work with **Layout Chairman** for space for table.
3. Order two display tables, one six foot working table and 4 chairs from **Equipment Chairman**.
4. Order signs as needed from **Signage Chairman**.
5. Order table linens from **Equipment Chairman**.
6. Request 2 ticket seller volunteers per shift from **Volunteer Chairman**. The volunteers sell tickets at the table. No one wanders around to sell the tickets. Purchasers come to the door prize booth.
7. Order supplies as needed: cash box, large office easel pad on which to write, an easel for pad, tombola drum for tickets, 2-part tickets from **Equipment Chairman**.
8. Request cash box from **Quilt Show Treasurer**.

## Workday Friday Duties:

1. Monitor contributions for variety and sort vendor slips for Saturday and Sunday.
2. Set up tombola drum for door prize tickets.
3. Raffle baskets are delivered by the small quilt groups. Some are complete as delivered; others need to be wrapped in cellophane.

Individual voting containers are made for each basket. A ticket is a "vote". The baskets are separated into two groups, one for Saturday and one for Sunday. Times are also assigned so that baskets are raffled three times each day, say 11:30, 1:30 and 3:30.

## Show Days:

1. Basket tickets are a different color and are sold for one dollar each, six for five, thirteen for ten and thirty tickets for twenty dollars. We have a

- system where we assign a number to anyone who wants to buy multiple tickets. A person writes her/his name on a three by five card that has a number written in the top left corner. We write that number on the back of the tickets for them. He/she takes these tickets and places them into his/her favorite basket's container and the winner gets the favored prize in the drawing.
2. Additional door prizes are available for purchase at the same prices.
  3. Draw numbers hourly. Offer winner a choice of prizes from ten slips. (we have 60 or so door prizes.) Make a general announcement to check the ticket against the winner board hourly. (The PA system has a schedule of non-use by bed turning and guest speaker presentations. Nothing is announced during that time. We do not announce the numbers over the PA system).
  4. Write the winning door prize numbers on a large office easel pad.
  5. Turn in cashbox at the end of the day.
  6. Unclaimed prizes on Saturday will be put back into the pool for Sunday.
  7. Take photos for future reference.
  8. Pack supplies back into the boxes at the end of the show to be placed into the storage unit for next year.

### **Publicity**

Announce the need for baskets at November, December and January meetings to small quilt groups and individuals. (We do not go to outside sources for these baskets).

### **Follow-Up**

For March issue, write short article for the Trailing Threads thanking contributors. Contact editor for deadline.