

# 2009 Reading-Berks Guild of Craftsmen Holiday Show Pick-A-Prize Raffle Donation

This year we will be making some changes to our raffle to make it more “user friendly” and help things to run more smoothly.

- 1) If you are interested in donating to the raffle you must fill out and submit the form provided with the show application. This will help us keep track of your item and its details and will reserve your space in the raffle. Space is limited on the raffle table, so we are cutting off submissions at 40 items.

- 2) **Deadlines for submissions:**

- Donation Form: send in with application or hand in to John or Carol Haile at chapter meetings by October 6<sup>th</sup> chapter meeting.
- Item to be photographed: bring to Chapter Meetings
  - for advertising purposes: May 5<sup>th</sup> chapter meeting
  - for website raffle page: up to October 6<sup>th</sup> chapter meeting
- Raffle Items: bring to Chapter Meetings

-items will be accepted until the October 6<sup>th</sup> chapter meeting.

***\*All items must be submitted by this date. Items will not be accepted at show set-up\****

-Items should be submitted to Cindy Foley or Carolyn Handwerk.

- 3) To establish a more professional presentation, please be sure to provide the following with you item:

- Two business cards. One attached to the item, and one to the packaging.
- Your own professional packaging. (Boxes, bubble wrap, tissue, bags, etc.)
- Display(s) to present your item for photography and at the raffle table. (Jewelry displays, small stands for framed work, hangers for clothing, etc.) Displays will be returned to you after the drawing is complete.

- 4) Tickets and Procedure

- The design of the tickets has changed.
  - Each ticket will have 10 stubs with the ticket number, the top portion will have a space for the purchaser's name and phone number, and another for them to keep. This will eliminate the need to write their info multiple times.
- The top portion with their name and phone number will be given to the table attendant and the numbered stubs will be dropped into the bags corresponding with the item they would like to win.
- The ticket price will be \$5 for one ticket (10 chances).
- Each vendor will receive 2 tickets in their show packet and a \$10 charge will be included in the booth fee. We will not be collecting money from the vendors.

# 2009 Reading-Berks Guild of Craftsmen Holiday Show Pick-A-Prize Raffle Donation

## **Submission Deadline:**

**October Chapter Meeting, Tuesday, Oct. 6<sup>th</sup>, 2009**

*\*All items must be submitted by this date. Items will not be accepted at show set-up.\**

If you are interested in donating a craft item to our Pick-A-Prize Raffle, please complete this form and return it with your show application or submit it to John or Carol Haile at the monthly chapter meetings before 10/6/09.

***Please note:*** Items will not be accepted for donation without this form due to limited display space at the raffle table. You may submit this form prior to handing in your item to reserve your space. **All Items must be submitted by the October 6<sup>th</sup> deadline to Cindy Foley or Carolyn Handwerk.**

## **Please be sure to provide the following with your item:**

\*Two business cards. One attached to the item, and one to the packaging.

\*Your own professional packaging (boxes, bubble wrap, tissue, bags, etc.).

\*Display(s) to present your item for photography and at the raffle table (jewelry displays, small stands for framed work, hangers for clothing, etc.). Displays will be returned to you after the drawing is complete.

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## **2009 Pick-A-Prize Raffle Donation**

### **Artist Information**

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Phone # and/or e-mail: \_\_\_\_\_

### **Item Information**

Description: \_\_\_\_\_

Media: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Link to online photo: \_\_\_\_\_

*\* If you do not have an online photo and would like your item photographed for the Guild website, please bring the item to our chapter meetings. **The deadline for website photos is the October 6<sup>th</sup> chapter meeting before the Holiday Show.***

*\*If you would like your item photographed for possible advertising purposes, it must be submitted at the May chapter meeting.*