

# Curdrige Country Show



## Grand Draw Team Leader

The Grand Draw is a main element of the Show raising funds for the Charity. The Grand Draw Team Leader is responsible for the Grand Draw from the donation of prizes to the collection and delivery of prizes by winners at the Show. The tasks involved include:

- Contacting local businesses to generate donations of prizes and arranging collection/delivery of these as required and updating the contact spreadsheet;
- Updating the list of prizes and liaising with the Show Coordinator to include on the show website;
- Finding volunteers to carry out door to door ticket sales within the local area and coordinating their efforts during the weeks leading up to the Show;
- Liaising with members of the show committee who wish to sell tickets prior to the show;
- Liaising with the local school to determine whether tickets can be made available for parents to buy or sell to friends and family prior to the show;
- Finding volunteers to man the stall on show-day, to help sell tickets, assist with the draw and hand out prizes to winners;
- Assist with setting up the stall ready for the show to open to the public and ensuring that all ticket stubs are placed inside the ticket drum ready for the draw towards the end of the Show;
- Ensuring that any outstanding exhibitor-donated prizes are collected prior to the show opening to the public;
- Arranging for any prizes not collected by the winners to be delivered or collected as appropriate;
- Liaising with the Show Coordinator to complete the small lottery licence return form before the deadline (usually within three months of the date of the show);
- Contacting those who donated prizes to thank them for their generosity and advising of the amount raised by the Grand Draw.

In order to carry out these tasks effectively, the following attributes are required:

- Good people skills, be comfortable with approaching businesses, promoting the show and its cause;
- Ability to use excel and Word to create and update spreadsheets and prize lists;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March and May and towards the end of June

The time commitment anticipated for this role is approximately 10 to 15 hours between January to July, plus show-day.