

PRE- ONBOARDING RAFFLE WORKSHEET

Question	Answer
RAFFLE CONTACT INFORMATION	
1. Who is your raffle admin? (The person is responsible for managing your Trellis account, administrating your raffle, and designing your Trellis page)	
2. Who is your signing authority? (The person who will sign your ERS Contract)	
3. What email address people can contact when they have questions about the raffle?	
RAFFLE SETUP INFORMATION	
4. Do you have a raffle logo? (this is optional)	
5. Do you have a sponsor logo? (this is optional)	
6. When do you want to start selling tickets? (consider the timeline of getting your license approved and when Trellis gets your raffle verified)	Date: Time:
7. When do you want to end selling your tickets?	Date: Time:
8. What type of raffle do you want to run?	<input type="checkbox"/> 50/50(recommended) <input type="checkbox"/> Prize Raffle <input type="checkbox"/> Both

<p>9. What is the title of your raffle(s)?</p>	
<p>10. If you're running a prize raffle, what are the details of your prizes?</p> <p>You will need to know the following:</p> <p>Title Description Estimated Value Photos of the Prize (you will need to provide images in the intake form)(16x9 resolution)</p>	<p>Is this information ready?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, please make sure you collect these information before filling out your intake form. You can download a copy and use this template to collect and list all of the details of your raffle prizes.</p>

<p>11. What are the draw dates/times for your raffle?</p>	
<p>12. Where will your physical draw take place</p>	
<p>13. What is the amount you hope to raise or the total value of tickets for sale?</p> <p>It's recommended that you maximize the allowed amount provided by your license.</p>	

14. Do you want to run early bird draws?

If yes, list down below the information about your early bird

Early Bird 1 Description:

Early Bird 1 Draw Date/Time:

Estimated Value Price:

Early Bird 2 Description:

Early Bird 2 Draw Date/Time:

Estimated Value Price:

Early Bird 3 Description:

Early Bird 3 Draw Date/Time:

Estimated Value Price:

Early Bird 3 Description:

Any other notes:

RAFFLE TICKET PACKAGES INFORMATION

15. What are the ticket packages you want to offer?

Sample:

1 for \$10

3 for \$20

50 for \$50

Here's a sample ticket package calculation per sales goal. You may choose to follow this or calculate your own using below resources:

[How to calculate the number of available bundles for your ticket tiers](#)

Sales goal of \$50,000			
Number of Tickets for This Price	Sale Price(what is the price for this ticket bundle)	Number of Available Bundles	Total/Bund
1	\$ 25.00	400	\$ 10,000.00
5	\$ 50.00	400	\$ 20,000.00
25	\$ 200.00	100	\$ 20,000.00
Total			\$ 50,000.00
Sales goal of \$20,000			
Number of Tickets for This Price	Sale Price(what is the price for this ticket bundle)	Number of Available Bundles	Total/Bund
1	\$ 10.00	150	\$ 1,500.00
5	\$ 20.00	250	\$ 5,000.00
15	\$ 30.00	200	\$ 6,000.00
100	\$ 50.00	150	\$ 7,500.00
Total			\$ 20,000.00
Sales goal of \$10,000			
Number of Tickets for This Price	Sale Price(what is the price for this ticket bundle)	Number of Available Bundles	Total/Bund
1	\$ 10.00	110	\$ 1,100.00
5	\$ 20.00	130	\$ 2,600.00
50	\$ 50.00	126	\$ 6,300.00
Total			\$ 10,000.00

USE THIS SPACE TO DRAFT YOUR TICKET PACKAGES

50/50 Ticket Packages

Pack #	No. of Tickets for this Price	Sales Price(what is the price for this ticket bundle)	No. of available bundles	TOTAL
<i>Sample for a sales goal of \$5,000</i>	<i>5</i>	<i>\$5.00</i>	<i>1,000</i>	<i>\$5,000</i>
1				
2				
3				
4				
5				
TOTAL				

Prize Raffle Ticket Packages

Pack #	No. of Tickets for this Price	Sales Price(what is the price for this ticket bundle)	No. of available bundles	TOTAL
<i>Sample for a sales goal of \$5,000</i>	<i>5</i>	<i>\$5.00</i>	<i>1,000</i>	<i>\$5,000</i>
1				
2				
3				
4				
5				
TOTAL				

ADVANCED RAFFLE SETUP INFORMATION

16. Are you going to seed your 50/50 pot?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need the following information: 1. Who is providing the seed 2. How much are they donating? 3. How much are you allocating to the pot of this 50/50?
17. Are you going to guarantee an amount for your 50/50?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need the following information: 1. Who is providing the guaranteed amount? 2. How much are you going to guarantee to the winner of this 50/50?
Click this link to understand how seeding the pot and guaranteed prize works	
Anything else note worthy:	