



Sugar Plum Tea – Raffle Ticket Instructions

- We are asking for donations – in return we offer SPT raffle tickets – we accept any amount they want to give
- Guideline: **\$5 – 1 ticket** **\$10 – 3 tickets** **\$15 - 5 tickets** **\$20 - 10 tickets**
- Donors can select a specific basket for their raffle ticket(s). Let them review the “Raffle Package Description” to select their baskets. (Raffle Package Description will be provided in October). You can still sell tickets at this time, but you may need to revisit your donors to get their basket selection later.
- Have the donor (or you) enter their **name and package #** on the ticket. You keep the filled-out portion, they retain the “Keep This Coupon” half.
- We accept cash, checks (made out to Kingwood Ballet) and credit card. Credit card instructions are noted below.
- Complete the **Sales Form** for each donor. Enter the following:
 - Name of donor
 - Phone number and/or email address
 - Ticket # series sold
 - Quantity of tickets sold for each package.
- Place ticket stubs and monies collected in smaller envelope.
- Return the following no later than the Friday before the Tea:
 - Ticket stubs
 - Monies collected
 - Sales Order Form
 - Unsold tickets
- Donors do not have to be present to win. Winners will be notified.
- If you need more raffle tickets contact Glenna Peterson at GPeterson3502@gmail.com
- Credit cards will be accepted online through Square. (Even though this is a donation to Kingwood Ballet, Square will keep a certain percentage of the money donated to pay for the service fee.)
- Square. <https://square.link/u/RuGHQqTZ>

