

# DOOR PRIZE CHAIR

## NAME Office

- I. Print tear-off sheets for packets.

## Important Requirements:

- ❖ **A door prize is any donation between \$10 and \$50.**
- ❖ **Door prizes received for use at the Convention/Houseparty shall not be used for Public Day(s).**

## Solicitation

- I. Solicit door prizes with tear-off form in registration packet. Use the same deadline as for souvenir book as donors should be listed in the souvenir book.
- II. Draft and mail letters to regional clubs requesting donations of door prizes. These may be sent in conjunction with requests for Convention/Houseparty helpers and tote bag favors. Ask that donations be delivered to you unwrapped.
- III. Prepare Door Prize form and turn in to the Hosting Chair prior to the deadline.
- IV. Contact Regional Coordinators and State Representatives to ask them to include requests in their newsletters.

## Acceptance

- I. As tear-off sheets are received, thank you notes should be sent to acknowledge receipt of door prize donations.
- II. Most door prizes will be brought to the Convention/Houseparty. If they are sent to the Door Prize Chair, be sure that each has the name and address of donor so that recipient may send thank you notes. You may even pre-print a label to attach to a 3x5 card which can be used by the recipient as a 'thank you' postcard, or a nice thank you note.
- III. Make sure that the doorprizes you give out meet the criteria for doorprizes. It may be necessary to combine items to make up a nice doorprize.
- IV. Pre-prepare a list of donors to check off as door prizes are received.
- V. Again, at the Convention/Houseparty make sure each door prize has name and address attached. Have index cards for the donor to fill out should the donor not have their item labeled.
- VI. Work with Operations Chair for secure storage of door prizes until distribution.
- VII. Have committee ready to sort, by value, all door prizes received so that each table gets approximately the same value. This job can take time, schedule wisely. (White lunch sacks work great for most door prizes and provides a continuity of color when distributing the door prizes.)

## Distribution

You may be tempted to try “bring a door prize – get a door prize”. The intent of door prizes is to exemplify our motto. Many people donate to the success of a Convention/Houseparty, such

as centerpieces, Convention/Houseparty Helpers and tote bag favors - door prizes fall in this same category. There are other opportunities for sharing such as table exchanges and mini exchanges where registrants can “bring one and get one”.

#### **Formula for Door Prize Distribution:**

- I. Divide total number of door prizes by total number of tables; i.e. 600 door prizes divided by 120 tables = five door prizes per table.
- II. Divide door prizes by approximate value; i.e. not all \$50 door prizes to one table. See above.
- III. Put appropriate number of door prizes in one bag to give to table host/hostess for whichever meal function or functions you choose to distribute them.
- IV. Use seat numbers 1-10 for drawing. If the number drawn is vacant at some tables, just continue (the idea is to keep the pace moving). Do not draw another number for those tables. Continue drawing numbers until all door prizes are awarded at each table.
- V. If there is more than one door prize for each registrant, place all 10 numbers back in the container and draw again until all door prizes have been distributed.

#### **Souvenir Book**

- I. Prepare a list of the names of door prize donors and give to Souvenir Book Chair prior to deadline. All donors should be recognized.
- II. Check with Roundtable Chair for teachers donating samples and add them to the donor list.

#### **After the Convention/Houseparty**

Prepare a written summary and submit it to the Hosting Chair.