



## Job description for the position of Tombola Coordinator

Coordinating Tombola is interfacing with NCB board members, and all nations participating in the NATO Charity Bazaar, regarding all Tombola matters.

1. Survey nations for # of tickets needed; distribute tickets as soon as possible after printing. (Collect the sold and unsold tickets the weekend of the Bazaar).
2. Collect descriptions of prize donations from each nation and create a prize list. Update list and submit to Webmaster weekly for online publication; (*optionally also to the FB NCB page*). Collect all prizes the weekend of the Bazaar.
3. Coordinate the dates/times for nations to sell Tombola tickets if sales are to take place in NATO headquarters.
4. Prepare for and manage the drawing of tickets on the day of the Bazaar. Choose a Master of Ceremonies for announcing the numbers, coordinate the set-up of audio visual equipment, assign roles to volunteers (*typing in winning ticket numbers onto the Master Prize List, sending sms messages to winners, distributing prizes and "runners" to carry winning tickets between stations – depending on the site. More information below in "November"*). Determine how to best track the winning ticket numbers.
5. Distribute Tombola prizes to the winners following the Bazaar. Determine storage options for unclaimed prizes and coordinate the transfer of unclaimed prizes from the Tombola location into the storage area. Coordinate with NCB board members for prize distribution during the week following the Bazaar.

### TIMELINE for the Tombola Coordinator:

#### JUNE

**Introduce yourself as Tombola Coordinator at General Assembly Meetings.** Describe briefly what Tombola is – large raffle, every nation donates two prizes worth (minimum) 100 Euros each, nations sell tickets in September-October-November and the drawing takes place on the day of the Bazaar.

**Distribute Tombola Survey/Questionnaire to determine number of tickets to be printed.** In the past, this was done by placing the survey/questionnaire into each nation's folder prior to the GAM, with "Nation Name" and "# of Tickets Sold" written in by hand ahead of time. In 2020 11.500 tickets were printed.

**Remind nations to begin thinking about what kinds of donations are possible for Tombola.** Optionally, distribute early Tombola instructions.

**Distribute Tombola Survey.**

**Discuss with NCB president about printing and delivery of tickets –** (*11,000 will heavily fill two large Delhaize shopping bags. For the distribution it is helpful to write down the ticket numbers given to each nation. For example, Armenia requested 100 tickets, and was given a bundle of 00001 – 00100. It is also helpful to get a signature and date from each nation as the ticket bundles are handed out. These records come in handy LATER in the flurry of tracking 11,000 tickets.*)



JULY-AUG: SUMMER BREAK

SEPTEMBER

**Determine ticket sales dates, times and locations.** Create a Doodle Poll for nations to sign up for ticket sales dates and times. **The contact person for booking the slots in front of Starbucks and ING:** Lucie Tricoteaux, Email: [Tricoteaux.Lucie@HQ.NATO.INT](mailto:Tricoteaux.Lucie@HQ.NATO.INT)

*I recommend Starbucks for morning slots (people go for morning coffee) and ING for afternoon coffee (after lunch they can grab a dessert).*

*We did not give the nations the option to sell Tombola tickets during General Assembly Meetings.*

**Distribute Tombola instructions**, if not done earlier.

**Distribute Tombola tickets to nations**, as determined together with the NCB board.

**Distribute Prize List form** (*electronically, as it needs to come back to you electronically to be most useful in building the online prize list*). Send a blank form to the Webmaster for adding to NCB website.

**Create online Prize List.**

OCTOBER

**Continue updating online Prize List.** Continue supporting nations with Tombola ticket sales; there will be a lot of e-mails with questions, changes and prize submissions.

The Tombola Prize Book is on display during the ticket sales. There is a need to arrange where the Prize Book will be stored. The lockers in Public Square are an option.

NOVEMBER

**Continue updating online Prize List.** Continue support for nations.

**Distribute Ticket Allocation Forms to each nation.** *Perhaps use one form and create/save forms for all nations.*

**Determine how many volunteers are needed for Bazaar weekend.** This will depend on the space being used; generally, Saturday is prize drop off and ticket drop off. Two helpers may be needed, as it takes a lot of time tearing the tickets apart and placing them in the drum.

Sunday, an MC is needed, two people to turn the Tombola drum, a person typing in winning ticket numbers, a person to send sms messages to winners, a "runner" to take the winning tickets to the prize area; which made six volunteers for Sunday.

**Work together with NCB board for scheduling Tombola prize pick up hours after the Bazaar.**