

WAYS2RAISE EVENT RESOURCE

Raffle Organiser Pack

Plan a clear, responsible in-person fundraiser

PLAN • SELL • DRAW • THANK

For teen fundraisers working with a parent, teacher, Scout leader or another trusted adult.

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How to use this pack

Print the planning pages you need, keep the money and ticket records together, and ask a trusted adult to check the final plan before tickets are sold.

1 Start here: choose the right raffle route

This pack assumes an in-person event raffle

Use it where the raffle is one activity within a wider one-off event. It is not a guide for online, advance or social-media ticket sales.

If your plan does not fit this description, stop and check the current official guidance with your adult organiser.

The event-raffle checklist

Wider event name and location

Event date and raffle draw time

Trusted adult organiser and contact

What money will support

Before you start, tick only if true:

- ☐ The raffle is part of a wider in-person event; it is not the main reason for holding the event.
- ☐ Tickets will be physical and sold only at the event, while it is taking place.
- ☐ No ticket will be sold online, by social media, in advance, by text or by telephone.
- ☐ A trusted adult has checked the event, the money plan and the prize plan.
- ☐ The organisers will make the draw time and prize-collection process clear to participants.

Why this matters

The Gambling Commission says that an incidental lottery at an event can be run without a licence only when the relevant rules are met. Keep this page with your adult organiser and check the current official guidance before the event.

2 Six-week event plan

When	Main job	Owner / tick
Week 6	Confirm the wider event, trusted adult organiser, fundraising goal and raffle route.	
Week 5	List the prizes you need; decide who will ask local businesses, families and supporters.	
Week 4	Record every promised prize and prepare physical tickets plus a ticket-numbering plan.	
Week 3	Confirm the draw time, prize display, ticket-selling point and cash-control plan.	
Week 2	Check all prize restrictions, arrange collection, and prepare the event-day draw sheet.	
Week 1	Reconfirm adult roles, ticket stock, float, prize labels and winner announcement wording.	
Event day	Sell only in the approved way, reconcile tickets and cash, then run the draw clearly.	
After	Thank prize donors, record winners and complete the cash-up with an adult.	
My extra task		
My extra task		
My extra task		

My three non-negotiables

1.

2.

3.

3 Prize plan and donor tracker

Aim for useful, achievable prizes

A donated prize can be a voucher, experience, hamper, service, ticket or item. Do not promise a prize until a donor has confirmed it. Record any conditions, expiry dates or age restrictions clearly.

Prize / donor	Contact promise	and Restrictions collection	/ Value	Thanked?

4 Ticket stock and money control

Keep a simple paper trail

Number the physical tickets. Give every seller a clear range of ticket numbers, then reconcile sold tickets, returned stubs, unsold tickets and cash with a trusted adult.

Seller	Ticket range	Sold	Unsold	Cash in	Checked by

5 Event-day draw plan

Raffle draw time	Raffle draw location
Trusted adult drawing / witnessing	Person announcing the winner
Ticket container and how stubs will be mixed	Where winners collect prizes or how you will contact them

Read this before the draw

“Thank you for supporting our fundraiser. Our raffle draw is taking place now. We will draw the ticket fairly from the ticket stubs. Please keep your ticket safe. If the winner is not here, we will use the contact details provided, where applicable, to arrange collection.”

Make the result clear

The Gambling Commission recommends making it clear to participants when the result will be announced. Keep your prize list visible, call the winning ticket number carefully, and write the outcome down straight away.

Prize	Winning ticket	Winner / contact route	Collected?	Adult initials
1				
2				
3				
4				
5				
6				
7				
8				
9				

6 Cash-up and fundraiser handover

Finish the event as carefully as you started

Complete this page with a trusted adult. Record what was taken, what was used for permitted raffle costs or prizes, what was donated, and what is being passed to the agreed fundraising target.

Cash-up item	Amount
Total ticket money counted	£
Permitted raffle expenses paid from proceeds (record receipts)	£
Prizes paid from proceeds (record details)	£
Value of donated prizes (record separately; not taken from proceeds)	£
Amount passed to fundraising target	£
Any difference to investigate before handover	£

Receipts, checks and handover notes

What was checked or handed over	Amount / reference	Adult initials

Teen organiser name and signature

Trusted adult name and signature

Date cash was handed over

Where receipts / records are stored

7 Publicity, prize donors and after the draw

Simple event publicity checklist

- ☐ Name the wider event, date, location and the fundraising goal.
- ☐ Show the prize list and the draw time.
- ☐ Explain where tickets can be bought at the event.
- ☐ Do not advertise online, advance or social-media ticket sales for the event-raffle route.
- ☐ Use any donor name or logo only with the donor's permission.
- ☐ Keep the final prize list and winner record for your event files.

Three useful messages

On the day: "Our raffle draw is at [time]. Tickets are available at [place] during today's event."

For the winner: "Congratulations — your ticket [number] has won [prize]. Please speak to [adult organiser] to arrange collection."

For a donor: "Thank you for supporting our fundraiser. Your prize helped make the event special, and we really appreciate it."

What worked brilliantly this time?

What would we change next time?

8 Official guidance and permission to use

Please check the current rules

Raffle and lottery rules can change and your exact event matters. This printable pack is not legal advice. Read the current Gambling Commission guidance with your trusted adult before tickets are sold.

Official starting points

- [Fundraising, raffles and lotteries](#)
- [How to run a fundraiser with lotteries or raffles at events](#)
- [How to run a lottery with people you are in a club with](#)

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You have a clear plan. Now make it a great event.

Keep this pack with your trusted adult organiser from first prize request to final cash-up.