



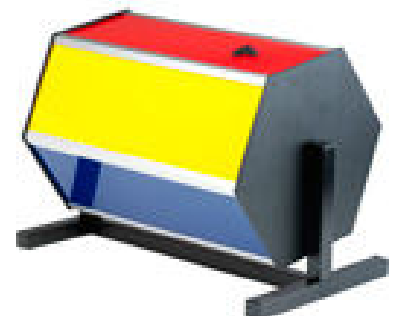
How to run a tombola stall

You will need:

- **Prizes:** you need at least 30 prizes to make an attractive display. The number of prizes limits the number of tickets you can put in the tombola drum, so the more prizes you have the more people can play
- A **table** to display the prizes on
- Raffle **tickets** (cloakroom tickets from stationery shops are ideal)
- A **volunteer** to look after the stall
- A **tombola drum** or something to draw the tickets out of
- A **float** of small change

Optional

- Consolation prizes (*eg* sweets)



Where to get prizes from

The cheapest way to get prizes is to ask everyone in your group to donate something. This can be a good way for people to pass on toys they no longer need or unwanted gifts, but do make sure everything on your prize table is in good condition.



If you want more tempting prizes, you could ask local businesses to donate prizes or vouchers. This is more work and needs more planning, but if your prizes are very attractive you can charge more for your tickets.

Alternatively, you can buy tombola kits, which include all the prizes, sealed tickets and a poster displaying the winning numbers.

There are several suppliers online, for example:

- http://www.partyplus-sm5.co.uk/prod_group.php?c_id=23
- <http://www.pdkfundraising.co.uk/products/tombola-games>
- <http://www.bakerross.co.uk/category-Tombolas-FUNDTOMB.htm>

Preparation

If you have bought a tombola kit, you won't need to do much preparation. The kits are supplied with full instructions.

If you have gathered your own prizes, you need to:

- Decide what proportion of tickets will be winners. For example, you could make every fifth ticket a winner, or every tenth ticket. This decision will depend on the quality of your prizes and how much disappointment your likely customers can take!
- Tear out every fifth (or tenth, or whatever) ticket from the book and attach these winning tickets to your prizes.
- Tear out the matching winning numbered tickets from the book of tickets, fold them up and put them in the tombola drum.
- Tear out the losing tickets from the book (leaving their matching ones in there), fold these and add them to the tombola drum.
- Decide how much each ticket will cost. Again, this depends on how much you think your likely customers will have to spend, and how desirable your prizes are. See the end of this sheet for some example figures that you may find helpful.
- Make sure you have a float and any signs you want to display by your stall.
- Display your prizes on the table and make sure your customers can easily reach the tombola drum to draw out their tickets

Do we need a licence to run a tombola?

No you don't need a licence, provided:

- The tombola takes place during the course of another event (eg your fete or fair). All the tickets need to be sold and drawn during the event.
- You don't spend more than £500 on prizes.

and

- You don't spend more than £100 on other organising costs of the tombola



Photo: Damon Hart-Davis, <http://gallery.hd.org/>

How much money can we make?

Here are the figures for three sample tombola stalls, to give you an idea how your decisions about pricing and odds can affect the outcome.

	Cheap tombola (40 prizes donated by members)	Luxury tombola (20 prizes donated by local businesses plus 10 prizes bought @ £2 each)	Tombola kit (98 prizes and 1200 sealed tickets)
Cost of prizes	0.00	20.00	113.00
Cost of hiring tombola drum	3.15	3.15	3.15
Cost of tickets	3.20 (book of 500 tickets from WH Smith)	3.20 (book of 500 tickets from WH Smith)	0.00
Cost of consolation prizes (5p per sweet)	10.00	0.00	55.00
Odds of winning	1 in 5	1 in 10	Approx. 1 in 12
Price per ticket	25p	50p	25p
Tickets sold	180 (90% of tickets in drum)	270 (90% of tickets in drum)	1080 (90% of tickets in drum)
Takings on the day	45.00	135.00	270.00
Overall profit	28.65	108.65	98.85