



Fundraising Dining Package

Welcome to the Ballarat & District Trotting Club Inc. Fundraising Dining Package. We offer a range of options for your club/school and the support of our team to help you have a successful fundraising event.

With your fundraising tickets, you receive admission into your fundraising race night, a three course meal, race book, reserved table, waiter service of food & drink (*drinks at bar prices*), at a cost of **\$30.00pp** (*Inc. G.S.T.*) this will be invoiced to your fundraising group.

Your group will then **on-sell** these tickets at your chosen price.

Below is a table showing your potential fundraising dollars

Tickets Sold	Selling Price \$35	Selling Price \$37	Selling Price \$40
100	500	700	1000
120	600	840	1200
150	750	1050	1500
200	1000	1400	2000

How to have a successful Fundraiser

Having a successful fundraiser is making sure you have proactive members and supporters. Divide up your fundraising tickets to your members and allocate a set amount for them to sell on.

Don't be afraid to utilise all business contacts, family and friends.

- Market your fundraiser through Facebook, Radio, local paper, markets and shopping centres
- Sell your tickets as soon as you get them while you're feeling enthusiastic
- Take note how many tickets you have allocated to members and sold
- Be sure to update your table seating plan regularly
- Keep us up to date with numbers
- Take special note of any dietary requirements and note on which table they are seated
- Advise us of any particular set up requirements
- Please advise us if you require access to the room early to decorate/setup tables/raffle areas etc

Getting the most out of your Fundraiser

- Finding sponsors for race names
- Collecting ads for our race book from your race sponsors
- Following up payment from your sponsors

- Put together a raffle, sell tickets before the event and one of our committee members will help to draw it out on race night. **You will be required to manage and collect all associated funds*
- Organise 6 prizes that will be used as trophies for your race sponsors (eg: bottle of wine/electrical item)
- Table seating plan – upon request

Please note the following are required 7 days prior to fundraiser

- Serviette colours
- Final numbers
- Sponsors advertisement for race book
- Table seating plan including how many people are on each table

Fundraising Sponsorship of Races

Anyone who wishes to sponsor a race will be required to pay you a sum decided by your organisation. Fundraisers have been known to charge \$356-\$500 for a race name; however this is up to the individual organisation.

From each sponsor you will be required to organise the following:

An ad for our race book A5

****7 days before race day****

Collection of race name money

Sponsors are more than welcome to display pull up banners or other merchandise on tables or around the venue.

Payment

Your invoice for the night is issued following the race meet based on your final advised numbers. We will invoice you for \$30 per ticket sold.

Fundraiser Checklist

Have you received the following from sponsors?

- Race names Race book ad

Have you received payment from?

- Sponsors Guests

Have you given us?

- Serviette colour choice Your final numbers
 Special dietary requirements Race names (*name of sponsors*)
 6 prizes (*to be used as trophies*)

For all your Fundraising Enquiries please contact Bianca Brehaut **5335 9041** or admin@ballarattrottingclub.com.au