



NATO Charity Bazaar

www.natocharitybazaar.org

—ASBL—

Instructions for Tombola Ticket Sales - 2013

Tombola ticket sales are located in front of ING Bank and the Press Hall (same location as the Bake Sale) or in the Cafeteria.

Important: If you have a conflict with your sales date and times, please swap with another nation and let the Tombola Team know your new date and time so that we may update the schedule accordingly. THANK YOU.

The following items will be provided to each Nation scheduled to sell Tombola Tickets at NATO Headquarter:

- Table & Chairs
- An event promotion poster
- List of the Tombola Prizes

Each Nation scheduled to sell tickets will have either an hour and a half time slot or a three and a half hour time slot to sell Tombola Tickets.

Please note that no time has been provided for set up or take down of your Tombola Ticket table display so please bring enough volunteers with you to help make the transition move quickly.

Make sure that your Nation's Delegation has been notified of the fact that you will be selling Tombola Tickets on a specific day so that they will know when to come and purchase tickets and support your efforts during your sale time.

Each Nation scheduled to sell Tombola Tickets are reminded to bring the following:

- Cash Box (with enough cash to make change)
- Symbol or image to identify your Nation (for display purposes - small flag, tour guide books, photograph of a famous landmark)
- Table Cloth
- 3-6 Pens
- Tasty snacks to encourage ticket sales
- Display of the Tombola Prize that you intended to contribute to the bazaar or a photo of the prizes

Each Tombola Ticket sells for 2.50 Euro. It is for accounting convenience that all tickets have been put in packets of 100.

DO remember to give the ticket purchaser their portion of the Tombola Ticket after their contact information has been completely filled out. Ticket purchasers will want to know what they potentially can win. So please, do your best to provide the Tombola Coordinator a description of your Nation's Tombola Prize contribution as soon as possible.

An updated prize list will be made available at each scheduled Tombola Ticket Sale date. **NCB Board Members will be available on sales dates to update prize sheets and offer additional tickets and assistance as needed.**

In November, you may anticipate receiving from the NATO Charity Bazaar Treasurer, a financial accounting sheet. This sheet will provide you with all the details of how to transfer your financial contribution to the NATO Charity Bazaar ASBL Banca Monte Paschi Belgio account. You will be expected to submit totals for your Tombola Tickets Sales, Restaurant Sales, and Stand Sales so do your best to keep a record of those totals.

The Tombola Team

Carla & Marilena