

## **PYHA Meat Raffle Caller Job Description**

### Description

The Meat Raffle Caller is responsible for setup and takedown, ensuring state requirements for meat raffles are followed as documented in the procedures provided, documenting serial numbers and completing all paperwork, spinning the wheel, calling the winning number, validating winning tickets, calculating the deposit and provide any feedback (if necessary) to the Site Manager and/or Gambling Manager.

### Before Meat Raffle

Before the start of Meat Raffle, the caller should:

- 1.) Arrive a ½ hour early to setup.
- 2.) Ensure the wheel spins properly.
- 3.) Validate the start bank.
- 4.) Display meat prizes.
- 5.) Prepare paperwork.
- 6.) Acquaint self with procedure / state requirements (provided on site)

### During Meat Raffle

As Meat Raffle commences, the caller should:

- 1.) Walk around and sell tickets, ensuring all tickets are sold prior to each round.
- 2.) Spin the wheel.
- 3.) Announce the winning number.
- 4.) Validate the winning ticket / serial numbers.
- 5.) Award prizes (or sell prizes if all rounds cannot be fulfilled)

### After Meat Raffle

At the close of Meat Raffle, the caller should:

- 1.) Clean up and put away all equipment.
- 2.) Create deposit.
- 3.) Validate the start bank.
- 4.) Place deposit in the safe.
- 5.) Send recap e-mail or text to management, including any issues / recommendations, if necessary.