

Raffle Lottery Application Checklist

Please ensure that all information listed below has been included with your lottery application

- If prize value is \$10,000 or more, Letter of Credit has been attached
- If prize value is \$500 or more, Supporting Prize Valuation has been attached
- A detailed list of prizes
- Rules of play attached
- Ticket details attached
- Sample ticket attached (if not using rolled tickets)
- Sales plan
- Donation prize details attached (if prizes were donated to be raffled)
- Written approval from the Board Governing the Event
- Advertising details attached
- Translation Documents attached (if not in English)
- Previous lottery reports received?
- Intended use of proceeds list attached
- Attestation

Please be sure to write the lottery licence number on the top right corner of each document for ease of processing

Please do not use abbreviations when completing forms.