

Huron Valley Numismatic Society (HVNS) Coin Show Drawing Handbook

- I. What is the purpose of the drawing?
 - A. Promote attendance at the coin show
 - B. Recruit new club members

- II. Who is in charge of the drawing

The Membership Coordinator, under the general direction of the Show Coordinator

- III. How is the drawing done?

At the first Board of Directors meeting of the year, the Membership Coordinator asks the Board to approve a budget that includes \$50 for drawing prizes at each coin show to be held during the year (currently a spring and a fall HVNS show and a fall show co-hosted with the Polish American Numismatic Society).

- A. Prior to each show, the Membership Coordinator:
 1. Buys four or five door prizes at a total of \$50
 2. For each HVNS show: Creates 75 drawing entry forms (see example below)
 3. Gets a small display case for the prizes
 4. Creates a poster listing the prizes (see example below)
 5. Gets a box for the entry forms
 6. Gets three pencils or pens

- B. During dealer set-up before the show, the Membership Coordinator:
1. Gives 50 entry forms to a club member who will give one to each person entering the show
 2. Puts the box, the display case with the door prizes, 25 entry forms, and the pencils or pens on a table (the club table or the table of a dealer who has agreed to have the box on his/her table) toward the back of the room
- C. During the show, the Membership Coordinator:
1. Monitors the box with the entries
 2. Conducts the drawing at the end of the day
- D. After the show, the Membership Coordinator:
1. Notifies the winners and makes sure they get their prizes either in person at the next club meeting or by mail
 2. Creates an Excel spreadsheet with the name of each entrant, his/her city, and his/her email address
 3. Briefs the Show Coordinator on the results of drawing before the next club meeting
 4. Submits a reimbursement request for the cost of the prizes to the Treasurer no later than the first club meeting after the show
 5. Follows-up by using the email addresses to invite drawing entrants to attend club meetings and events

**Huron Valley Numismatic Society
Drawing**



Name:

Email address:

City:

Huron Valley Numismatic Society
Drawing on 10/25/2014



**ENTER TO
WIN THESE
DRAWING
PRIZES**

EXAMPLE

- America the Beautiful
Quarters: Three-Coin Set
- 2006 United States
Proof Set
- Strike It Rich with Pocket
Change, autographed by
the author
- 1966 United States
Special Mint Set