

**THE ROYAL MANITOBA THEATRE CENTRE'S
2014 BLACK & WHITE BALL RAFFLE**

Ticket Selling:

Date the license is secured – Saturday, November 1, 2014

Draw Date:

Saturday, November 1, 2014

Ticket Selling & Draw Location:

The Fort Garry – Grand Ballroom (222 Broadway, Winnipeg, MB)

PRIZE – WHERE WOULD YOU GO?

Total Prize Value: \$7,500.00

Total Prize Cost to Royal MTC: \$1,500.00

Transportation, courtesy of Air Canada details:

- Two (2) Economy Class return tickets for travel to any Air Canada scheduled destination in North America, including Hawaii, Mexico and the Caribbean.
- Travel must be completed before November 1, 2015 and blackout periods apply. No extensions permitted.
 - Blackouts for North America (including Hawaii)
 - December 15, 2014 to January 7, 2015
 - April 1, 2015 to April 7, 2015
 - Blackouts for Caribbean destinations
 - December 15, 2014 to January 7, 2015
 - February 28, 2015 to April 7, 2015
- These tickets must be booked online at www.aircanada.com using the provided promotion code.
 - This promotional code is for personal use only and may not be redistributed or sold, or otherwise used for commercial or personal gain, other than for the purpose for which it is intended. Air Canada reserves the right to modify or cancel this promotional code at their discretion.
- Transportation is valid on board Air Canada/Air Canada Express/Air Canada rouge scheduled flights only (not valid on Star Alliance partners or code sharing carriers) and is subject to availability at time of reservation.
 - Any changes to the reservation must be made at aircanada.com under `Manage My Bookings`. Once tickets have been issued, the origin & destination cannot be changed; flight time and/or date of travel change may carry a change fee per ticket.
- All applicable fees (such as airport/departure taxes, security charges or other third party fees, taxes or charges) are the sole responsibility of the bearer of the ticket.
- Tickets are not transferable, not refundable and not redeemable for cash. Frequent flyer mileage accumulation is not permitted. Tickets are valid for travel in Economy Class only; upgrade certificates cannot be used.
- Promotional pass recipients may be held liable to Air Canada for failure to adhere to the restrictions and conditions of travel applicable to their tickets or for the fraudulent use of those tickets.
- The approximate total value of the prize is CDN \$4,500.00. Exact value of the prize depends on point of departure and destination as well as time of travel. Prize must be accepted as awarded and may not be sold, transferred or converted to cash and will not be refunded if unused. No substitutions, changes or extensions are permitted.
- Associated voucher is currently at Royal MTC. A copy of the letter regarding this donation is included with this application package.

- Cost to Royal MTC: none, Air Canada has donated the above described travel.

Accommodation, courtesy of Continental Travel Group details:

- Prize includes a \$3,000 credit at Continental Travel Group to be used towards any accommodation of winner's choice.
 - Hotel prize intended for use with the Airfare for two prize being offered by Air Canada.
- Terms & Conditions:
 - Certificate must be redeemed at Continental Travel Group.
 - Certificate must be redeemed by November 1, 2015.
 - Certificate must be redeemed in full at time of booking. No future credit will be given for any unused portion of the total.
 - Certificate cannot be redeemed for cash.
- Associated certificate is currently being finalized, a draft is included with this application package
- Cost to Royal MTC: \$1,500, Royal MTC is purchasing half of the above described accommodations voucher with Continental Travel donating the second \$1,500 (see attached email for confirmation).

TICKETS

- Tickets are:
 - One for \$50
 - Three for \$100
- 1,000 tickets to be printed:
 - 550 at one for \$50
 - 450 at three for \$100
- Tickets can be purchased from
 - Royal MTC administration
 - Date license is secured) to Friday, October 31, 2014 17:00 or until all tickets have been sold (whichever comes first)
 - Phone: 204-954-6410
 - In person: 174 Market Avenue
 - Black & White Ball committee members
 - Date license is secured to Friday, October 31, 2014 17:00 or until all tickets have been sold (whichever comes first)
 - In person
 - Royal MTC volunteers (if they have not all been sold prior to Wednesday, October 1, 2014)
 - During the run of *Sherlock Holmes and the Case of the Jersey Lily* - Wednesday, October 1, 2014 to Saturday, October 25, 2014 or until all tickets have been sold (whichever comes first)
 - In person at performances: 174 Market Avenue
 - Black & White Ball event volunteers (if they were not all pre-sold)
 - At event – Saturday, November 1, 2014 18:00 to 22:15 or until all tickets have been sold (whichever comes first)
 - Volunteers will be walking amongst event guests
 - Volunteers will be stationed at the prize display, just outside the ballroom's main entrance
- Purchased tickets will be available:
 - For pick up at 174 Market Ave
 - Direct from the seller

- Or can be mailed to purchaser

PURCHASERS

- Anyone over the age of 18 may purchase a ticket, regardless of affiliation with the Royal MTC, the Black & White Ball and any event sponsors, including but not limited to the venue, The Fort Garry Hotel, Spa and Conference Centre.
 - Purchasers who appear 20 years or younger in age will be asked for a piece of photo identification with their birthdate, before they are allowed to purchase their ticket(s).
- Purchasers may purchase as many of the 1,000 printed tickets as they like, so long as the ticket has not already been purchased.

PURCHASE METHODS

- Tickets may be purchased with cash, cheque (payable to Royal Manitoba Theatre Centre) or credit card (American Express, Mastercard or Visa).
 - Due to the increased use of pin numbers, should purchasers choose credit card, at the event, they may be asked to accompany the volunteer seller to the payment area.
 - In accordance with CRA regulations, Royal MTC does not issue tax receipts for the payment of raffle tickets.

WINNING / CLAIMING PRIZE

- At 22:10, a five minute warning will be announced for end of ticket sales.
- At 22:15, ticket sales will close (if we have not already sold out).
- At 22:45, one ticket will be drawn, the winning ticket, and its number announced to guests.
 - Announcement to be made at event:
 - Verbally, by either the band leader or MC
 - Visually, displayed on screens in room
- Should the winner be present - they will be provided with all official certificates/documents associated with the prize, at the event.
- Should the winner not be present – they will be contacted Monday, November 3, 2014 and arrangements will be made to provide them with all official certificates/documents associated with the prize.

COMMUNICATION

Before the draw

- Prize details will be posted on the Black & White Ball webpage, royalmtc.ca/bw, as soon as the license has been secured.
- Prize details will be in full description at the prize display just outside the ballroom's main entrance.
- Prize details will be summarized in the event program, available for all guests at their seat.
- Raffle rules will be summarized on the Black & White Ball webpage, royalmtc.ca/bw, as soon as the license has been secured.
- Raffle rules will be in full description at the event onsite payment area.
- Raffle rules will be summarized in the event program, available for all guests at their seat.

After the draw

- Prize winner will be announced during draw as described above under *Winning / Claiming Prize*.

- Prize winner & prize will be announced in writing, the week after the event, on the Black & White Ball webpage, royalmtc.ca/bw.
- Prize winner & prize will be announced in writing in the 2014 Black & White Ball's *Winnipeg Free Press* Community Profile (with a circulation of approx. 125,000), as per the availability of a *Winnipeg Free Press* Community Profile, preferably within a month after the event.
- Prize winner & prize will be announced in writing in the January 2015 issue of *Ovation* (Royal MTC's in house program with a circulation of approx. 17,000).
- Prize winner & prize will be announced in writing in the Royal MTC's 2014/15 Annual Report.

ADDITIONAL NOTES

- Two outside suppliers will be used:
 - Regarding the tickets,
 - Tickets will be designed by Relish at no cost to Royal MTC, as the cost of design is included in their sponsorship of the 2014 Black & White Ball (see attached email for confirmation of sponsorship). Tickets are currently in the design process; however a proof has been included with this application package.
 - Tickets will be printed at Esdale Printing Company at a reduced cost to Royal MTC of \$125 (see attached email for confirmation of cost).
 - Regarding advertising,
 - The raffle will be advertised on the Black & White Ball webpage, royalmtc.ca/bw, by Royal MTC staff, as soon as the license has been secured.
 - The raffle will be advertised by word of mouth to be conducted by Royal MTC staff and Black & White Ball committee members, as soon as the license has been secured.
 - Info/promotional cards will be distributed by Royal MTC volunteers before the event and by event volunteers during the event.
 - Cards will be designed by Relish at no cost to Royal MTC, as the cost of design is included in their sponsorship of the 2014 Black & White Ball (see attached email for confirmation of sponsorship). These cards are currently in the design process; however a proof has been included with this application package.
 - Cards will be printed at Esdale Printing Company at a cost to Royal MTC of \$350 (see attached email for confirmation of cost).
 - An ad will be included in the *Ovation* associated with *Sherlock Holmes and the Case of the Jersey Lily*.
 - To be designed by Relish at no cost to Royal MTC, as the cost of design is included in their sponsorship of the 2014 Black & White Ball (see attached email for confirmation of sponsorship). This ad is currently in the design process; however content will be similar to that on the info/promotional cards.
 - A promotional sign will be displayed in the John Hirsch Mainstage lobby during the run of *Sherlock Holmes and the Case of the Jersey Lily*.
 - To be designed by Relish at no cost to Royal MTC, as the cost of design is included in their sponsorship of the 2014 Black & White Ball (see attached email for confirmation of sponsorship). This signage is currently in the design process; however content will be similar to that on the info/promotional cards.

- Signage will be printed at Esdale Printing Company at no cost to Royal MTC, as the cost of printing is included in their sponsorship of the 2014 Black & White Ball (see attached email for confirmation of sponsorship).
- Regarding selling & purchasing,
 - Tickets will be sold prior to the event, after the license is secured
 - At Royal MTC, by Royal MTC administration, primarily Stephanie Lambert (Royal MTC's Special & Donor Events Coordinator).
 - By Black & White Ball committee members
 - At performances of *Sherlock Holmes and the Case of the Jersey Lily*, by Royal MTC volunteers
 - Tickets will be sold, at the event, by event volunteers.
 - Purchases at the event will be processed by Royal MTC staff who have volunteered their services for the event.
- The Black & White Ball is Royal MTC's largest annual fundraising event.
- Royal MTC is a not-for-profit arts organization.
- Should you require additional information or clarification, please contact Stephanie Lambert:
 - slambert@royalmtc.ca or 204-954-6410