



Instructions for Ticket Sales

Enclosed you will find:

1. Posters to hang at your location
2. Tickets. All tickets have been logged into a distribution register, for tracking
3. Reconciliation forms

Selling Tickets:

1. No age restriction. Note ** the person who wins is responsible for taxes.
2. Only sell to US Citizens.
3. Cash payments. If you receive cash payments, please deposit and write a check to the Diocese when you reconcile your ticket sales
4. Check payments. If a purchaser writes a check, it is best to write it to the Diocese of Great Falls, however if they write it to your location then you must deposit and issue a check to the Diocese. Making it to the Diocese will leave the burden of bounced checks in our hands and not yours. This will also flag us to who can not win if the check does not clear.

Mail in ticket dates: (Highlighted are the most important dates)

Sept 30, 2020 - Monthly Mailing

Oct 30, 2020 - Monthly Mailing

Nov 11, 2020 - Early bird drawing mail in deadline – Early Bird Drawing #1 - Nov 16

Nov 30, 2020 - Monthly Mailing

Dec 9, 2020 - Early bird drawing mail in deadline – Early Bird Drawing #2 - Dec 16

Dec 31, 2020 - Monthly Mailing

Jan 11, 2021 – Early bird drawing mail in deadline – Early Bird Drawing #3 - Jan 15

Jan 31, 2021 - Monthly Mailing

Feb 10, 2021 - Early bird drawing mail in deadline – Final Early Bird Drawing #4 – Feb 16

Feb 28, 2021 - Monthly Mailing

Mar 31, 2021 - Monthly Mailing

April 30, 2021 - Monthly Mailing

May 10, 2021 - Final ticket mailing. Unsold & Sold tickets must be returned with the postmark date

May 15, 2021 - Drawing date.

Any tickets that do not make it to our office by the drawing date will not be credited to your location.

Ticket mailings include the following:

1. Reconciliation Form. This will help verify the tickets and cash and will allow us to keep track of which location is submitting the tickets for final tracking and \$5 refund.
2. Ticket stubs – Sold
3. Matching Funds to number of tickets sold. \$20 per ticket
4. Write in location for credit of tickets on the reconciliation Form
5. Checks for sales. Do not send us cash, this is always a risk to send by mail.

Call if you have questions – 406-727-6683