

Promotion Close-Out Checklist & Drawing Instructions

Instructions for Drawing A Winner

- ___ Number all eligible entries from 1 to end.
- ___ Use Random Number Generator to select winners
- ___ Notate winners in Attached document

Official Drawing Declaration

On _____ at approximately _____ am/pm, from among eligible entries received, I declare that I used an electronic random number generator to draw _____ winners, listed in the attached document.

Name: _____

Signature: _____

Notification Information

Pursuant to drawing date, winners were contacted on _____, and sent declarations to return via:

- ___ Electronic mail
- ___ Social Media site _____
- ___ Telephone
- ___ In Person
- ___ Other (list)

Documentation Received (Attached)

- Affidavit
- Declaration
- Publicity Liability Release
- Other
- Date

Secondary Drawing

A secondary drawing of winners was necessary because:

Materials Attached

- Full Rules
- Ad copy (if necessary)
- Notification email/script
- Returned Paperwork
- Completely Winners List
- Secondary drawing declaration if necessary
- Additional Notes

Awarded Prizes

- All prizes were awarded
- All prizes were not awarded, consistent with rules
- All prizes were not awarded due to non-compliance with primary and secondary drawings