

Dear OS Artists,

As you know, each Open Studios one luck person wins the Raffle! This allows that person to spend \$100 with any OS artist! They may send it all with one person, or divide the voucher among several artists. Here is the procedure we use:

1. The Raffle Winner will come to you with a Raffle Form (signed by me - Lory) that allows the winner to expend all or a part of their \$100 voucher with you or split it among a number of artists.
2. If the winner spends less than \$100 with you, please note that on the form, indicating the remaining balance. How to do this is quite evident on the form.
3. The winner will not pay you anything. HA will pay you directly for whatever purchase the winner makes from you, up to \$100.
4. If the winner spends the whole \$100 and gives you her form, please submit that to HA. If she spends part of the money with you, please snap a picture on your phone, and submit that.
5. You should then send "invoice" info to Terry McMahon as a heads up, indicating the buyer's name, the month and year of her voucher, and the amount she spent with you. Terry's email is: [hull.artists@gmail.com](mailto:hull.artists@gmail.com)

Please let me know if you have any other questions.

My best,  
Lory