

SYN's Giveaway Procedure

SYN's point of contact for giveaways is the Talks Manager, talks@syn.org.au and the Membership and Administration Coordinator, admin@syn.org.au

The Talks Manager's role is to ensure that all giveaway materials, such as CDs, DVDs, movie or event tickets and other materials are successfully given away to our winners. Furthermore, they are responsible for organising these materials for our shows along with the Producer of the given program. Administration's responsibility is to keep these items put away ready for our winners to pick them up.

While giveaways can be organised via other departments, it is important that prize details and winners details are sent to talks@syn.org.au and the Talks Manager is CC'd in on relevant correspondence.

Please ensure that the following steps are carried out when running a giveaway on your program or via your department.

Giveaway Procedure

1. Talks Manager will receive emails from outside clients or other departments about items to be given away. Talks Manager will decide which program would be best suited for the giveaway and will ask the show's Producer if they are happy to take part. It is very important that you respond to the email expressing whether you would be interested or not.

OR

If you have been contacted directly about a prize, email the Talks Manager to let them know what you are giving away and when you will be running the competition.

2. On air, the program must request the winner to provide their full names and contact details – a phone number and/or an email address. It is very important that these details are collected since this is the easiest and most efficient way to contact winners.
3. Once the program has the winners details, email them to address **talks@syn.org.au** and the Talks Manager will contact the winners to let them know about collection.
4. If the prize needs to be physically collected from SYN the program is to inform administration of the giveaway and for the item/s to be left at the front desk at the house of SYN, to be collected during office hours (10am-6pm, Mon-Fri). It is important that prizes are not located in all sorts of places but must be all stored with admin to prevent loss or goods being damaged.