

DRAW-DAY RUNBOOK

THREE COMMANDS, ONE WINNER.

Everything between the close of entries and the winner's WhatsApp, in order, so anyone can run the draw without the person who built it.

01 Freeze the register · 23:59, Tue 15 September

No rows are added to the ENTRIES tab after the close. No-shows discovered later are set Valid? = NO, never deleted: the audit trail stays intact.

02 Validate · morning of Wed 16 September, at open

Same-morning discipline: the register froze overnight, so validation is the first job of draw day. Every valid entry row traces to a qualified attendance; every attendance produced exactly two rows with the same Attendance Ref; the VALID ENTRIES count is the number the page will announce. A second pair of eyes signs this off before midday, and the draw does not run without it.

03 Export entries.txt

Copy the Entry Code column for all Valid? = YES rows into a plain text file, one code per line, one line per entry. This single file feeds the machine, the film, and the card; nothing else does.

04 Arm the machine

In NR_Draw_Machine.html: paste the codes into CONFIG.ENTRIES, set ARMED: true, deploy to the draw URL. Load the page and confirm the entries and participants counts on screen match the register exactly. If they differ, stop and reconcile before going further.

05 Run the draw · once · Wed 16 September, midday

Press RUN THE DRAW. The machine spins, inks the winner, and the page locks into the poster. Note the winning code. The armed run is one shot: never re-run a completed draw. Only if the browser fails before a code is inked has no draw happened, and pressing RUN again is legitimate.

**THE REGISTER IS FROZEN.
THE MACHINE DOES THE REST.**

ONE ENTRIES FILE ·
THREE ARTEFACTS

AFTER THE DRAW · SAME DAY

THE FILM, THE CARD, THE PAPER TRAIL.

The winner exists the moment the code inks. The rest of draw day is delivery and record-keeping, in this order.

06 Produce the film

```
python3 record_draw.py --code WINNER --entries entries.txt
```

Exports the draw film in 9:16 and 16:9. The script refuses any code not in the register, so a typo cannot produce a false film. Send the 9:16 film to every participant on WhatsApp the same day: that is the promise printed at the top of the draw page.

07 Produce and send the winner card

```
python3 make_winner_card.py --code WINNER --entries entries.txt
```

The card goes to the winner's WhatsApp thread only, with the film. Their reply is the claim. The public record stays code-only on the draw page; no name is published anywhere.

08 Log and comply

Record the draw date and time, the winning code, the entry count, and who ran it, in the register file. The winner's surname and county are made available on request under the CAP Code. The voucher issues within five working days of a valid claim.

IF THINGS GO SIDEWAYS

Unclaimed after 14 days, or winner ineligible

Redraw by the same method over the same frozen register: repeat steps 04 to 07 with the original entries.txt, the ineligible code's rows set Valid? = NO. Publish a one-line note on the draw page that a redraw occurred and why.

Counts on screen do not match the register

The deployment carries stale config. Do not run. Re-export, re-paste, redeploy, reconfirm.

ffmpeg missing on the machine producing the film

The recorder still writes .webm masters; convert to MP4 on any machine with ffmpeg, or install it and re-run the conversion only. The draw result is unaffected.

Page reloads into the poster before the public moment

A locked result means an armed run already happened in that browser. Establish who ran it and when; the first inked code is the winner. The lock exists precisely so a second, contradictory draw cannot be produced casually.