



## Sam & Louie's Scottsbluff Fundraiser Request Form

Name of Group: \_\_\_\_\_

Date Requested for Event (We prefer to do events on Tuesday, Wednesday, Thursday or Sunday):

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Contact Name, Phone Number and Email:

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Please give a brief description of your group:

Reason for Fundraising (scholarship, travel to event or competition, purchase equipment, etc...):

Will you be conducting any other fundraising activities at the store during the event, such as 50/50 or other raffles, canned food drives, etc...? (Our staff will not be responsible for selling any raffle tickets or handling any money on behalf of your organization).

Will you have representatives at the store to talk to customers? We recommend having 1-2 people from 11 am – 1 pm for lunch and/or 5:30-7:30 for dinner. We have an area at the front of the store where you can sit and set up a small display to showcase your group. If you have extra people who are willing to help our crew bus tables and refill drinks, that would be appreciated to help with the flow of customers. Flyers are also a nice touch.

How will you help promote this fundraiser? (Press release, flyer to members and supporters, social media, etc...)

Here are a few tips to help promote your event:

- ✓ **Start Early** - We recommend that you invite your guests at least **4 weeks** prior to your event. This gives both you and your guests the amount of time needed to promote not only the event, but your group's goal and mission.
- ✓ **Social Media Posts** – Sam & Louie's will promote your event the day of the event on our local Face Book page. We recommend that your group posts it at least once a week all 4 weeks prior to your event.
- ✓ **E-Mail Blast** – Do you have a database of members current and past that you want to reach? An email blast is an easy way to communicate your event to everyone!
- ✓ **The 48 Hour Reminder** - Reminding your guests that the event is only 48 hours away will create more urgency for participation. A phone call, special email reminder and of course social media will all help relay this information.
- ✓ **Guests Inviting Guests** - Ask your guests to bring at least one other person with them to help double the number of guests at your event.
- ✓ **Think outside the Box!** Promoting your event in your local newsletter, school newspaper or website, creating a news release are all other ways to go the extra mile to increase sales.

If you need to use our logo for any of your marketing, you can retrieve it from our website at [www.SamandLouies.com](http://www.SamandLouies.com) or contact Melissa Schneider at [Scottsbluff@SamAndLouiesNYP.com](mailto:Scottsbluff@SamAndLouiesNYP.com).

Please return this sheet to Melissa Schneider, owner, at the store or email information to [Scottsbluff@SamAndLouiesNYP.com](mailto:Scottsbluff@SamAndLouiesNYP.com). You will be contacted within a few days to finalize the details of the event. Any other questions, please call the store at 308.633.2345 or Melissa at 308.641.6000.

Thank you for your interest in working with Sam & Louie's to better our community!



**Sam & Louie's Scottsbluff Fundraiser Policies & Tips**

***We are proud to partner with your organization to raise funds for your community cause. Sam & Louie's chooses our partners very carefully as we want a successful event for your group and feel these policies will ensure that happens.***

- Sam & Louie's is honored to donate a percentage of all sales on your specific fundraising date and time chosen. (Excluding alcohol and gift card sales and tax)
- Guests may dine in or carry out food for the fundraiser. The more guests you invite, the better your sales and donation will be!
- Gathering Around the Community events can be held Sunday, Tuesday, Wednesday or Thursday (days may vary per location, check with your location)
- Events need to be booked with Sam & Louie's at least **4 weeks** prior to allow for enough time to promote the event.
- A check will be distributed back to your organization within 2 weeks of your event.
- Pictures are allowed and encouraged to promote during your event. Sam & Louie's reserve the right to use any pictures used on social media as well.
- We provide the staff, but we ask that you provide a host to welcome in your guests as they arrive. This is a great opportunity to have them sign up for a drawing and share any information about your organization.
- Sam & Louie's will promote your event, but we ask for FULL participation from your group to promote this event as well.
- Sam & Louie's will also donate a gift bag and/or free pizza coupon to raffle off or award to one of your guests the day of your event. This will give you something extra that you can promote.
- Please understand that our servers are still working for tips during fundraisers. Many patrons will tell servers to donate their tips to the cause without realizing that they are asking them to forfeit their paychecks. Please help us to correct this misconception by directing patrons to tip as usual but that they can contribute directly to your organization if they are so inclined.
- This fundraising event is not official until this form is signed and confirmed by Melissa Schneider, Owner. If you do not promote or participate in the fundraising event this agreement is considered null and void.

**Name of Organization:** \_\_\_\_\_

**Fundraiser Terms:** \_\_\_\_\_ % from \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact Info: Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

**Check to be made payable to:** \_\_\_\_\_

**Address of Check to be Mailed:** \_\_\_\_\_ **or Pick up Check** \_\_\_\_\_



**Confirmed by Store Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sam & Louie's Scottsbluff Donation Request Form**

**At Sam & Louie’s Italian Restaurant, we are dedicated to supporting local non-profit organizations in our communities. We recognize the great work you are doing locally, so we invite you to request a donation to help you raise more money.**

**Guidelines:**

- Sam & Louie’s may donate gift baskets/merchandise, food and beverages, and gift certificates to nonprofit organizations.
- Sponsorships, scholarships or monetary donations of any kind are rarely approved but may be considered by the owner on a case by case basis. If you are looking for this type of support, we suggest that you consider hosting a fundraiser event with Sam & Louie’s.
- Requests will only be accepted with this completed form (preferred) or in writing on official letterhead that includes all the information as requested in the form below.
- Requests must be submitted (2) weeks prior to the scheduled event date/date of need.

Please complete the following information and return it to the store or email it to Melissa Schneider, owner, at [Scottsbluff@SamandLouiesNYP.com](mailto:Scottsbluff@SamandLouiesNYP.com). We will do our best to contact you within a week.

Name of Charity / Cause: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

What are you requesting? (Gift bag, gift certificate, in-kind food): -

\_\_\_\_\_

What is the purpose of your requested need? \_\_\_\_\_

\_\_\_\_\_

Please describe the event and how this donation will benefit your cause: \_\_\_\_\_

\_\_\_\_\_

How will you promote this event? How will you promote our donation? \_\_\_\_\_

\_\_\_\_\_

How many people do you expect to attend? \_\_\_\_\_

What date do you require the donation? \_\_\_\_\_

Any other notes? \_\_\_\_\_

**Thank you for considering Sam & Louie’s for your event!**