

FLORENCE

italian grille

DINE TO DONATE PROGRAM

Thank you for interest in Florence's Dine to Donate fundraiser nights
Below the basic information on our fundraiser nights, Please read carefully:

- **Date Requested –approx. 3-4 weeks out:** _____

Our Dine to Donate events are 1night events available Sunday– Thursday. The events typically run from 4pm-10pm. (PLEASE NOTE: Generally, we do not book events on holidays during the week: 4 of July, St Patrick's day, etc.)

- **Kindly provide a RSVP person with a phone # or email. Name/ Number/email:** _____, _____, _____

The reason for the RSVP is to assist us with proper staffing for the evening– **this information will be put on the flyer.**

- **Name of your organization/Logo for your group:** _____

Logo can be sent in any format, provided that it is clear/legible.

- We request a minimum of 30 guests attend your Dine to Donate event.
- Name that should be printed on the check, and where it should be mailed.

Name on check: _____

Address for check: _____

- 10% of all food & beverage sales (excluding tax & gratuity) is returned to your organization. If the sales are over \$1,000 for your event, **we will donate 15%**
- If you have a tax exempt ID form—kindly provide a copy of that as well.

We, Florence's then make up a flyer that would be distributed by your team to your local schools, neighborhoods, via social media (facebook, twitter, etc). This is one of the most essential steps: Promoting your night! Your supporters then come in on the designated evening and present the flyer (to-go orders with flyers are acceptable as well). At the end of the night, we add up all the food and drink sales from the tables that presented flyers, and return 10% of the sales back to your organization (15% if sales are over \$1,000.) Tax and gratuity are not included in the sales, nor are sales on gift cards included. Please note that if your event generates \$250 in sales or less, we will issue you a \$25 dining room certificate instead - so that you may raffle it off or use as you see fit.

If you are interested in proceeding, kindly provide all the information requested in **RED** (and verify information with your organization to avoid any delays in processing) and we will be happy to assist you with this. Kindly send this information (or any questions) to Info@florencegrille.com, and allow 3-4 business days to process your request. Thank you for your interest in fundraising with Florence!

Common Dine to Donate FAQs (Frequently Asked Questions)

Do we have present the physical flyer? We highly recommend the physical flyer is handed in once payment is made on the check. This ensures that everything is accounted for properly.

Can we do multiple Florence's locations/multiple nights? We have tried this in the past and in our experience, fundraiser supporters tend to go to one location on one specific night. Therefore, we shy away from them as it does take money and time to bring in the proper support staff for each event. We like these events to be beneficial to both parties.

Can we set up a table for promotional/sales purposes (or a raffle, or put up signs, etc) in/around the restaurant? Sorry, our company policies do not allow this.

Why the RSVP? The RSVP is to assist us with staffing properly for your event. If there is 30 people coming to support your event, we may not add on extra staff... however, if 80 supporters are coming to your event, we would certainly add on extra staff to ensure that all guests of the restaurant receive excellent service.

Can I change the flyer? Florence's flyers have been designed to have a clear call to action, and reflects our brand so for that reason, we ask that the flyers are not modified.

What's the best way to promote? Tell your friends, family and neighbors! This is our best suggestion. As well, once all the paperwork is set up, we send you a detailed guideline on how best to promote online.

Can I hand out flyers in or around the restaurant? Sorry, our policies do not allow this as to ensure all guests of the restaurant have a pleasant experience.

What's included in the total (or is alcohol included)? All food and beverages are included - only tax & gratuity are not - in the total sales for anyone that hands in your flyer on the designated evening.

What if I need different hours than 5pm-9pm? These are evaluated on a case-by-case basis, but generally 4pm-10pm works for most organizations. If you need slightly different hours, feel free to request it.

How long before I know my date is approved/I receive the paperwork? Due to the volume of fundraiser requests, please allow 3-4 business days for us to process your request. If you have not heard back in 7 days, feel free to follow up with us.