



## Flapjack Fundraiser Overview

### Program Overview

Conduct a Flapjack Fundraiser during non-business hours (Saturday, 8:00 a.m. to 10:00 a.m.). Organization receives net proceeds from the event.

### Applebee's Responsibility

- Provide hard copy templates:
  - Flyers
  - Tickets
- Provide kitchen staff
- Order food and beverage product. (note: Food product must come from approved Applebee's vendors. Organizations cannot provide donated food product).
- Provide plates, silverware and glasses

### Organization's Responsibility

- Advertise and promote event utilizing templates.
- Print and sell tickets
  - Recommended *minimum selling price*: \$5 per ticket.
  - *As a courtesy to our patrons, the distribution of flyers or the solicitation of ticket sales are not to be done on the premise at any time.*
- Limit ticket sales to 350.
  - If ticket sales are over 350, contact your Applebee's Manager as this information is critical for successful event planning.
- Provide volunteers to greet, seat and serve.

### Pre-Event 3-4 weeks before event

- Review agreement/checklist with Applebee's Manager.
- Review ticket and flyer templates.

- Review and fill out W-9 and Flapjack Agreement and return to Manager.
- Review and determine, with Applebee's Manager, the number of volunteers needed, depending on size of event.
- Assign volunteers to each position:
  - Greeter: Greet guests as they arrive & take tickets
  - Seater: Seat Guests and manage waiting list (if applicable)
  - Pancake Server: Serve pancakes from kitchen
  - Beverage Server: Serve beverages (coffee, soda, milk, juice)
  - Busser: Clear dishes and clean tables

### **2-3 weeks before event**

- If you have not already completed and returned the W-9 and Flapjack Agreement, fill out and return to Manager. This is a critical step in securing and confirming your organization's event date.
- Copy and sell tickets to friends, family members...anyone supporting your organization.

### **1 week before event**

- Confirm number of tickets sold with Applebee's Manager.
- Confirm number of volunteers with Applebee's Manager.
- Confirm volunteers duties.

### **Morning of event**

- Volunteers arrive at 7 am (park in rear of restaurant; enter through front door)
- Proper dress:
  - Pants or shorts (no more than 2 inches above the knee)
  - Non-slip shoes
  - Moderate jewelry
  - Hair-Washed and groomed (if longer than collar length, must be tied back)

### **General Rules**

- Volunteers must be at least 16 years old.
- For safety reasons, no one except volunteers will be allowed in kitchen.
- If you are ill, do not plan to work.
- Food from outside the restaurant is not allowed.

### **7:00 am**

- Meet Applebee's Manager at front door.
- Attend Flapjack Fundraiser training.

### **Tips for a Successful Event**

- If organization is short on volunteers, contact your Applebee's Manager sooner rather than later. Your Applebee's Manager is full of ideas.
- Recruit volunteers to pass out flyers and sell tickets in advance of event date.
- Designate a contact person so people interested in supporting your organization may inquire about your event date.

### **Post-Event**

- Meet with the Applebee's Manager to close out fundraising event.
- Plan your next fundraising event with Applebee's.

### **Contacts/Resources**

- Your local Applebee's Manager