

Holding a Food Drive or Fundraising Event!

We appreciate whenever individuals and groups want to support the Parkland Food Bank with food drives and fundraisers throughout the year. Your support helps us to address hunger on an on-going basis for neighbours in need. There are many ways to run a successful event. Here are a few simple steps to help you out.

Step 1: Plan Your Event

- Planning Checklist:
 - Brainstorm ideas with others in your company, group or neighbourhood
 - Make a list of all items and people needed
 - Decide on a date/time and all other details
- How we can help
 - We can provide food and/or cash donation boxes, logo for print material, and most needed list.

Step 2: Register Your Event

- Please register your event by phone 780-962-4565 or email sheri@parklandfoodbank.org with the following details:
 - Individual, group or company name _____
 - Event contact person _____
 - Phone number(s) _____
 - Email Address(s) _____
 - Event date/time _____
 - Event location _____
 - Food collection boxes needed? How many? _____
 - Cash donation boxes needed? How many? _____
 - Do you need our logo from print materials? Yes/No
 - Do you need our “Most Needed” list? Yes/No
 - When will you pick-up items (pre-event)? _____
 - When will you return items and deliver donations post-event? _____

Step 3: Promote Your Event

- Promotion Checklist:
 - Be creative to catch people's interest!
 - Send press releases to local media (papers, radio, etc.)
 - Promote event through social media
 - Create and distribute posters around town
- How can we help:
 - Let us know what you're doing
 - Send photos, stories and/or promotion materials for inclusion on our website and social media to sheri@parklandfoodbank.org
 - Give us a poster to hang on our walls

Step 4: Event Day!

- Event Checklist:
 - Get your team(s) together early for setup and any last minute arrangements
 - Enjoy the event you have worked hard to arrange!
 - Arrange for team(s) to help clean up and deliver food/funds/supplies to us

We trust this information provides you with details you need to plan a successful event. If you require further information, please contact us.

We look forward to hearing from you!