**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

**Step 2: Register Your Event**

* Please register your event by phoning Elena at 780-962-4565 or email warehouse@parklandfoodbank.org with the following details:

|  |  |
| --- | --- |
| Individual, group or company name: | Organization Name |
| Event contact person: | First Name | Last Name |
| Phone number: | Phone Number |
| Email Address(s): | Email Address |
| Event date/time: | Click here to enter a date. |
| Event location: | Event Location |
| Do you need our logo from print materials?: | Yes or No |
| When will you deliver donations post-event?: | Click here to enter a date. |
| Did you enter onto Events Calendar <http://parklandfoodbank.org/get-involved/calendar-parkland-foodbank/> | Yes or No |

**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!