**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](mailto: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](mailto: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!