

Food Based Event Guide

1. Innovative Ideas

- Host a themed event! Examples include: Cook-Off, Mac N This, Trail Mix bar, Bake Sale, BBQ, Restaurant Give Back, Food Truck Festival, Apple Picking, Alpha Freeze, Coff-Phi

2. Safety First

- The health and safety of guests and members should be a top priority when planning any event, but especially with events serving food, be sure to take precautions to maximize safety. Create sanitation stations, make sure members or volunteers serve food with gloves.

3. Food Takes Time

- Plan your event in with plenty of time in advance, especially when it comes to serving or selling food at the event. Make sure you order food, hire a food truck, or consult with your house chef ahead of time! If you are making the food yourselves, plan for more than the attendees you estimate coming so there is enough for everyone!

4. Submit Your Event and Use GiveSmart

- [Submit your event](#) to get access to GiveSmart and so we can be on the lookout for your donations!
- Set up tickets for your event on GiveSmart. Keep in mind only ticket sales return to the chapter and all other donations/items will go directly to the foundation after [Requesting GiveSmart Disbursement](#).

5. Location

- Have an easy to access location to ensure your target audience can easily attend your event.

6. Ask for Sponsorships from Local Businesses

- While donations to the Chapter, a 501(c)7, are not tax deductible through the foundation, a 501(c)3, businesses may still sponsor your event by donating food! If they are unable to donate food, ask if they can offer the chapter a discounted rate since all the proceeds for the event are going to charity.
- In the event you are unable to secure any/enough sponsorships, increase your ticket prices to include the cost of food (price of food/supplies divided by the estimated number of guests equals the minimum amount to add to each ticket) to ensure the chapter stays in the green.

7. Post Event

- Update your GiveSmart site status to "Hidden", confirm there are no outstanding payments or refunds, then [Request GiveSmart Disbursement](#).
- Mail any Checks or Money Orders (**please convert Cash to a Money Order**) to our Lock Box address:

Alpha Phi Foundation Inc
PO Box 7410667
Chicago, IL 60674-0667

8. Holmes Murphy Insurance

- Always send your contracts to be reviewed by Holmes Murphy before signing.
- Phone: 800-736-4327 Email: HolmesMurphy@AlphaPhi.org

Questions? Contact ChapterGiving@AlphaPhiFoundation.org