

# FUNDRAISING



PICK A DATE, LOCATION & MENU



ADVERTISE



SELL TICKETS



ORGANIZE VOLUNTEERS



USE SOCIAL MEDIA TO  
SPREAD THE WORD  
KEEP SELLING!  
REMIND PEOPLE IT'S A  
**FUNDRAISER**  
FOR YOUR ORGANIZATION!



CELEBRATE A SUCCESSFUL EVENT!



# FUNDRAISING MENU

## Price Based on Tickets Sold

Entrée Options	201-400	401-700	701-1000	1001+
Grilled ½ Chicken <i>(our most popular item)</i>	\$6.25	\$5.95	\$5.75	\$5.50
1" thick 8 oz. Grilled Pork Chop	\$5.85	\$5.55	\$5.35	\$5.10
5 oz. grilled Chicken Breast	\$5.50	\$5.30	\$5.05	\$4.80
Baked Lasagna	\$5.50	\$5.30	\$5.05	\$4.80
Pulled Pork BBQ Sandwich	\$5.25	\$5.00	\$4.75	\$4.50

### SELECT TWO SIDE DISHES

Texas Baked Beans	Assorted Potato Chips
Deluxe Potato Salad	Nelson's Cheddar Cheese Potatoes
Creamy Cole Slaw	Cheesy Potatoes <i>(add. \$.50 per meal)</i>
Mashed Potatoes & Gravy	Seasoned Baked Potato <i>(add. \$.20 per meal)</i> <i>(includes butter, sour cream)</i>
Corn	Gourmet Assorted Cookies
Southern Style Green Beans	

### ALL FUNDRAISER MEALS INCLUDE:

One Entrée	All Eating Utensils
Two Side Dishes	Styrofoam Carryout Container
Roll & butter or Hamburger Bun <i>(if applicable)</i>	All serving utensils and gloves for volunteers.

### POTENTIAL PROFITS

*(based on ½ Chicken Dinner meal @ \$10.00 per ticket)*

400 dinners sold @ \$10.00 each will earn a profit of \$1,620.

700 dinners sold @ \$10.00 each will earn a profit of \$2,975.

1000 dinners sold @ \$10.00 each will earn a profit of \$4,500.

**Nelson's Catering suggests a selling price of \$10+ per meal.**

*Price based on delivery with disposable equipment.*

For more information on Nelson's Fundraisers, please contact our office at 217-787-9443 or visit our website at [www.nelsonscatering.com](http://www.nelsonscatering.com) to schedule a date today.

# FUNDRAISING CHECKLIST

## At least 2 months prior to event:

- \_\_\_\_\_ Select your date & location (Need a 10 x 20 covered space for assembly line.)
- \_\_\_\_\_ Call Nelson's Catering & Confirm date and Select Menu (217) 787-9443
- \_\_\_\_\_ Sign and Return Proposal to Nelson's Catering

## 1 month prior to event:

- \_\_\_\_\_ Print tickets with group name, date, location, time, ticket price
- \_\_\_\_\_ Distribute tickets and Sell, Sell, Sell
- \_\_\_\_\_ Advertise -social media, newspaper, bulletins & newsletters.
- \_\_\_\_\_ Start recruiting volunteers for day of event.

## 14 days prior to event:

- \_\_\_\_\_ Check sales and contact Nelson's to give minimum order.
- \_\_\_\_\_ Continue selling

## 7 days prior to event:

- \_\_\_\_\_ Final numbers are due to Nelson's Catering
- \_\_\_\_\_ Send reminder to volunteers on time, date and location of event
- \_\_\_\_\_ Contact a store about donating plastic shopping bags for meal delivery
- \_\_\_\_\_ A tax-exempt letter is due (if applicable) Email to [rachel@nelsonscatering.com](mailto:rachel@nelsonscatering.com)

## Day before event:

- \_\_\_\_\_ Confirm total due to Nelson's Catering and have check ready.

## Day of event:

- \_\_\_\_\_ Arrange and have set up two 8 foot tables for assembly line.
- \_\_\_\_\_ Have signage so customers know where to go
- \_\_\_\_\_ Have plastic shopping bags for easy transport to cars
- \_\_\_\_\_ Assemble volunteers to meet at location approximately 45 prior to serve time.
- \_\_\_\_\_ Greet Nelson's Catering representative
- \_\_\_\_\_ Payment by check given to Nelson's Catering Representative prior to departure.

# HELPFUL HINTS



Sell as many tickets as possible prior to the event.  
We will only bring the amount sold based on ticket sales.

When selling, remind buyers this is a FUNDRAISER and it is not only providing them a delicious meal, but raising money for your organization.

Plan on 5-8 volunteers for serving. For meals over 500, we recommend an additional 3-4 volunteers.

Nelson's Catering recommends adult volunteers are used in the food prep area; student/child volunteers can deliver products to customers.

For sales over 1,000 speak with your Nelson's Sales Representative about on-site grilling.

## NELSON'S CATERING WILL PROVIDE:

All food service utensils  
Plastic, disposable gloves  
Styrofoam containers  
Silverware packet (*includes fork, knife, napkin and salt/pepper*)

## FINAL NOTES:

If your group is unable to meet the minimum order of 201 meals, you will have the option of re-scheduling your event (must have 7 days prior notice) or additional fees will apply to meals sold.

For food quality purposes, we recommend a serve time of 2 hours.

A recommended price per ticket is \$10.00.

## WANT TO OFFER AN INCENTIVE TO YOUR TICKET SELLERS?

Sell between 401-700 meals and earn \$50 cash!

Sell between 701-1000 meals and earn \$100 cash!

Sell over 1001 meals and earn \$150 cash!

*(Cash incentive can be used as prizes for top sellers or put towards your group fundraising goal.)*

