



GUIDE TO HOSTING A FUNDRAISING NIGHT

The Boston Burger Company is committed to making a positive impact in all of the communities where we do business. One of the ways we can accomplish this is by hosting fundraising nights for local organizations that strengthen and improve our communities. Examples of those who have hosted fundraisers with us include fraternities, sororities, marathon runners, people raising money to fight medical issues, little leagues, etc. This guide will help you better understand how our fundraising nights work and how to make your event a success.

1. Complete the attached application and return it to christina@bostonburgerco.com. Your application will be reviewed and we will work together to set up event logistics.
2. Once your application is received, we will discuss how you will promote your event. It is very important that you generate awareness to all of your supporters to make your event a success.
3. The night of the event we will have a table ready for you to give out marketing materials and information about your organization. A representative of your organization should arrive 30 minutes before the event to set up and greet your supporters. This is also a great place to set up raffle ticket sales and hold a silent auction. It is a great idea to have a raffle at the event as it can really increase the amount of money raised.
4. Before your event, we will create a flyer using your logo. Please send your logo as an attachment along with this application. We encourage you to share the flyer via email, social media, or print to generate awareness about your event.
5. Optional: Create a banner that is approximately 2'x3' including the name of your organization, the date of your event, and any other information that will help promote it. Before creating your banner please provide us with a copy of the design for approval. Deliver your banner at least 2 weeks prior to the scheduled event to the restaurant hosting.
6. Boston Burger Company uses a sliding scale for donations. We require a minimum of \$300 in sales generated by those who come out to support your event. Your organization will receive:
 - Sales \$300-\$500 → 10% back
 - Sales \$500+ → 15% back
7. The idea behind the fundraiser is that we give a percentage back from the revenue raised by people that came in *specifically for your fundraiser*. It's up to you to spread the word and market your event as much as possible to bring out the biggest crew you can!



FUNDRAISER APPLICATION

Date Submitted: _____

Contact Person(s): _____

Email: _____

Telephone: _____

Organization Name: _____

Organization Address (for donation checks):

On which date would you like to have your fundraiser? **(Monday or Tuesday only)**

Which location: Cambridge, Boston, or Somerville? _____