



# Cooking Show Fund-raiser Checklist

Organization name \_\_\_\_\_ Chairperson \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Referral from \_\_\_\_\_ Date of fund-raiser \_\_\_\_\_

Time \_\_\_\_\_ Goal for fund-raiser \_\_\_\_\_ Show # \_\_\_\_\_

## First call or meeting with chairperson

Date \_\_\_\_\_

- ☐ Confirm Show date; follow up with written confirmation.
- ☐ Review Cooking Show Fund-raiser benefits.
  - 10 – 15 percent contribution based on guest sales
  - \$3 contribution for each booking
- ☐ Remind chairperson that he or she is eligible to purchase one Monthly Host Special as a thank you for organizing the Show.
- ☐ Remind chairperson that payment is due the night of the Show (or set a firm date for closing the Show).

**NOTE: Individual members of an organization may not claim tax-exempt status. All individuals must pay sales tax.**
- ☐ Explain the support you will provide (same as you do for all Show hosts).
- ☐ Provide appropriate materials, especially catalogs, outside order forms and Guest Special flyers (when offered), to promote outside orders.
- ☐ Discuss ideas for publicizing the event.
- ☐ Offer suggestions for maximizing attendance and sales.
- ☐ Decide if recipes will be sampled after the demonstration, or will only be shown as part of the presentation.
- ☐ Set date for next contact: \_\_\_\_\_

## Second call or meeting with chairperson

Date \_\_\_\_\_

- ☐ Coach chairperson as you would any other host. (See Host Coaching chapter.)

Focus particularly on:

  - The added benefit of bookings.
  - Outside orders.
- ☐ Discuss recipe options.
- ☐ Ask for a table for your display and demonstration.
- ☐ Explain chairperson's role in shopping and preparing food in advance.
- ☐ Discuss volunteers needed (pre-Show food preparation, order-taking), as applicable.
  - Volunteers to arrive by \_\_\_\_\_ for coaching.
- ☐ Set date for next contact: \_\_\_\_\_