



## Program Overview for Organization

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Conduct a Flapjack Fundraiser with Applebee's during non-business hours (either Saturday or Sunday 8:00 a.m. to 10:00 a.m. based on restaurant manager approval).

Your organization sells a maximum of 300 tickets & provides volunteers to work at the function; your group will keep a majority of their ticket sales revenue, minus \$1 per attendee.

Each breakfast consists of 3 pancakes, 2 slices of bacon and unlimited beverages. If people request a second portion they can receive an additional 2 pancakes and 1 slice of bacon

Applebee's  
Responsibility

- Provide hard copy templates:
  - Flyers
  - Tickets
- Provide kitchen staff and food and beverage

Organization's  
Responsibility

- Advertise and promote event utilizing templates.
- Print and sell tickets (Recommended selling price: \$5 per ticket)
- Provide volunteers to greet, seat, serve and clean up after the event (see "Volunteer Matrix" on Page 3)
- Contact restaurant one (1) week prior to event with # of tickets sold.

Cost

- Recommended ticket sale price is \$5; your organization will only be charged \$1 per person attending the day of the event to assist Applebee's in covering some costs.

## Action Items

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Pre-Event

### **3-4 weeks before event:**

- Review ticket, flyer, poster and script templates
- Determine number of volunteers needed, depending on size of event (consult with manager on volunteer matrix)
- Assign volunteers to each position:
  - Greeter: Greet Guests as they arrive
  - Seater: Seat Guests; manage wait list, if applicable
  - Pancake Server: Serve pancakes from kitchen
  - Beverage Server: Serve beverages (coffee, soda, milk, juice)
  - Busser: Clear dishes and clean table
- Copy and sell tickets to friends, family members... anyone supporting your organization!

Pre-Event  
(continued)

### **1 week before event:**

- Confirm number of tickets sold with manager.
- Confirm number of volunteers with manager.
- Confirm volunteer duties:
  - Greeter: Greet Guests as they arrive
  - Seater: Seat Guests; manage wait list, if applicable
  - Pancake Server: Serve pancakes from kitchen
  - Beverage Server: Serve beverages (coffee, soda, milk, juice)
  - Busser: Clear dishes and clean table

### **Morning of event:**

- Volunteers arrive at 7:30 a.m. (park in rear of restaurant; enter through front door)
- Proper dress:
  - Pants or shorts (no more than 2 inches above the knee)
  - Non-slip shoes
  - Moderate jewelry
  - Hair – washed and groomed (if longer than collar length, must be tied back)

### **General Rules:**

- For safety reasons, no one except volunteers will be allowed in kitchen and none will be allowed behind the cooks line.
- If you are ill, do not plan to work.
- Food from outside restaurant is not allowed.

### **7:30 a.m.**

- Meet manager at front door
- Attend Flapjack Fundraiser training

Tips for a Successful Event

- Recruit volunteers to pass out tickets in advance of event date.
- Designate a contact person so people interested in supporting your organization may inquire about your event date.
- If used, place posters in high traffic areas; be sure to include your organization's contact information. They need to contact you to buy their Flapjack Fundraiser ticket benefiting your organization.

Post-Event

- Contact local Marketing Coordinator with total amount raised

### Volunteer Matrix

# of Tickets Sold	Volunteers Needed				
	Greeters	Seaters	Pancake Servers	Beverage Servers	Bussers
25-50	2	2	5	3	2
51-100	2	2	5	3	2
101-150	2	3	7	4	3
151-200	2	3	7	4	3
201-250	3	4	7	5	3
251-300	3	4	8	5	4