

COOKIN' FOR CHAD

FUNDRAISING EVENT GUIDE

hearts
in action

FOR CHAD KIDS

Good food and friendly competition. Cook-offs are a classic form of fundraising that allows others to sample that favorite family recipe! Choose a dish that can offer variety, such as chili or a fun theme, like comfort food. If your chefs are willing to share their secret recipes, you can even put together a cookbook for participants to purchase. Cook-offs are also a great place to hold a raffle, which adds to the fun and raises additional funds for the kids at CHaD. Don't forget a signature trophy for the big winner!

HOW ARE FUNDS RAISED?

- ◆ Entry fees to judge
- ◆ Raffle proceeds
- ◆ Sponsorship
- ◆ Event day donations

PLANNING A COOK-OFF:

Cook-off events can be fun for all ages, and are especially suited for corporate fundraisers. The ideal venue for this event has plenty of space for tables and seating; electrical outlets for plugging in slow-cookers; and a sink for washing. Consider having your chefs submit the name of their dish and an ingredient list ahead of time so you can post it at the event. Judges pay to sample each dish and vote for their favorite. When selling tickets, be sure to consider the number of entries and seating so you have enough food and space for your crowd!

BUDGET CONSIDERATIONS:

Revenue

Entry fees _____

Sponsorships _____

Donations _____

Expenses

Venue _____

Food/Beverage _____

Printing/advertising _____

Supplies, prizes _____

Other _____

LOGISTICAL NEEDS:

- ◆ Chef registration forms
- ◆ Tickets
- ◆ Check-in tables
- ◆ Cash box
- ◆ Event and parking signage
- ◆ Water and snacks
- ◆ Plates, napkins, utensils
- ◆ Prizes/raffle items
- ◆ Promotional flyers
- ◆ Donation box
- ◆ Banner

♥ Hearts in Action can help!



Social Media Tip

By setting up a Facebook event, you can promote your fundraiser and track RSVPs for free! Hearts in Action's social media guidelines and custom graphic header can get you started!



ROLES FOR VOLUNTEERS:

- ◆ Create signage
- ◆ Emcee
- ◆ Event set-up/break down
- ◆ Tally votes
- ◆ Manage raffle
- ◆ Fundraising/Accounting

PERMITS: If you plan to use public spaces or roads for your event or are holding a raffle, check in with the local city or town hall for guidance on whether a permit is necessary, and if so, how to obtain one.

INSURANCE: Some venues may require insurance. Please note that CHaD is unable to provide insurance for third party events.

Ready to get cookin' on your fundraiser?
Call us at (603) 650-3431
or send an email to
CHaD.Community.Relations@hitchcock.org