



Dine In for Charity Agreement

To have your charity incorporated into our Dine In for Charity calendar, please take the following steps:

1. Review this entire Dine In for Charity Agreement and FAQs (separate document).
2. Select a WEDNESDAY that does not already have an event listed.
3. Send an email to ucgcharities@gmail.com with the following information:
 - o Your requested WEDNESDAY date
 - o The name of your charity (and team, if applicable), its EIN # and address
 - o A link to the charity's Facebook page, Twitter handle and website
 - o The name(s) of any individuals other than yourself who will be responsible for your event
4. Wait for a confirmation* from UCG and begin promoting!!

****IMPORTANT: The requested date is not yours until you receive a confirmation email from UCG and you acknowledge the confirmation. By accepting an event date from UCG, you are indicating that you have reviewed our Dine In for Charity Agreement and agree to its terms.***

If you have any special requests, such as a guest bartending element, or other creative idea to make your event successful, please indicate such in your initial email. Please send links and updates as they become available.

UCG will:

- o Provide generic "blurb" (next page) and logo for organization use in print / web promotions
- o Donate 12% of gross receipts from agreed-upon night's dinner service to your charity*
- o Promote charity on our Facebook (and/or e-newsletter / website as space and time allows)
- o Request contact information from diners (whether they provide it is optional)
- o Assume your promotions are proceeding as planned unless you contact us to cancel
- o Provide check from evening proceeds 30-45 days after event
- o List organization on our website's community page

Organization will:

- o Provide a self-addressed, stamped envelope on the night of its Dine In event (Attn: [Your Name])
- o Create a Facebook invitation with all event details plus your mission and some kind of image (your logo, or your logo side-by-side with our logo)
- o Promote the event broadly (we recommend making use of Facebook, Twitter, e-news, website, calendar listings [ie, events@delawareonline.com] and press release to maximize participation)
- o Alert UCG by email whenever a promotion is published online or otherwise
- o Request that diners both make reservations in advance and mention organization's name when they arrive*
- o Provide UCG with accurate information on your charity status and organizational contacts
- o Acknowledge UCG's donation according to appropriate internal methods (playbill, signage, etc.)

Additional suggestion for organization:

- o Consider a pre-dinner cocktail hour to increase the evening's proceeds
- o A raffle may also be helpful, we just ask that your non-dining activities not actively disrupt dining
- o Tag UCG in Facebook/Twitter posts (@unioncitygrille)—your posts will show up on our page, too
- o Send reminders to event invitees—we suggest 4-7 days before event and morning of event
- o Provide small amount of organizational literature during night of fundraiser (brochure or postcard)
- o Call us again for another dinner or happy hour fundraiser!

***See FAQs**