



FUNDRAISER

Your Guide to A Successful Event

SCHEDULING & SALES

- Please contact us for date availability. The calendar on our website is used to inform the public of events, not to indicate availability of dates.
- Your organization will be responsible for ticket sales, collection, and managing the event. Kauffman's is not responsible for supplying tickets, tables, tents, or take-out bags (other than the foil bags for the chicken).
- As your event date approaches, mark your calendar for these important ordering days:
 - For events scheduled Monday - Friday:
 - Submit your estimated count 7 days BEFORE the event.
 - Submit your final count 5 days BEFORE the event.
 - For events scheduled Saturdays or Sundays:
 - Submit your estimated count the Monday BEFORE the event.
 - Submit your final count the Wednesday BEFORE the event.
- To schedule or submit order amounts, you must contact Erik Kauffman at **717.933.8102** or **kauffmansbbq@yahoo.com**.

THE FOOD

- We'll handle the chicken and you handle the location! We require a minimum order of 400 half chickens with a maximum of 1200. No help is needed to prepare the chicken, but we do need you to choose a site that is fairly level and to secure any permissions for use.
- We'll make the chicken at your site and bag each serving (1/2 chicken) in a foil bag.
- Thinking about adding a baked potato? You have the option of providing your own or we can provide them with minimum order of 400. If you are adding a potato, please provide additional carry-out bags as there is not enough room in our foil bag.
- We do not offer any additional food items, so if you'd like to add things like rolls, applesauce, or drinks, they would be your responsibility.

- Selling and pick-up should run 3 to 4 hours. After 4 hours, there is an additional charge of \$50 per hour.
- We have one A-frame sign you may use on the day of your event. If your organization has additional signage, you are welcome to use it.

PRICING & PAYMENT

- We are happy to provide you with a quote for your event! Pricing is based on mileage from our location to your event location, so let's talk. Call us at **717. 933.8102** or shoot us an email at **kauffmansbbq@yahoo.com**.
- Is your organization a tax-exempt non-profit? Please provide us with your tax-exempt number (they begin with 75) or tax-exempt form.
- If your organization is not tax-exempt, sales tax will be added to your bill. Please note that not all non-profits are PA sales tax-exempt. A 501(c)(3) does not mean you are sales tax-exempt.
- Payment is due on the day of the event.

EVENT DAY

- We may ask that someone from your organization meet us at your location to ensure we set up at the correct site. We cannot move after we are set up.
- We ask that someone from your organization be at the location at least 1 hour prior to selling time.
- We will need 2 separate lines of 110 electric. If we need to use our generator, there will be a \$15 fee.

