



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:
 - o For events scheduled Monday - Friday:
 - Submit your estimated count 7 days BEFORE the event.
 - Submit your final count 5 days BEFORE the event.
 - o 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, please contact Jennifer Dobson 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.

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 \$35 fee.
- Selling and pick-up should run 2 to 3 hours. After 3 hours, there is an additional charge of \$50 per hour.
- We have two A-frame signs 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.