



Foundation Night Request

At Tino's Italian Bistro we believe in supporting local community and nonprofit organizations and groups. Foundation Nights allow us to donate up to 10% of our total day's sales to your cause.

Sign up our Foundation Nights is simple. Fill out the following Foundation Night Request Form and email your request and event plans to fundraising@tinositalianbistro.com. We will review your request and respond within 7-10 business days. Foundation nights are booked on a first come, first serve basis.

Considerations and Requirements

Our team takes our fundraising partnerships seriously and wants to ensure a good outcome for all involved. After being accepted, groups must actively work with our team to collaborate on your fundraising event. Therefore, we require the following steps be taken for each event:

1 month in advance	• Meeting/call with Tino's Foundation planner to plan/organize event
2 weeks in advance	• Requestor provides copies of promotional ideas/materials
1 week in advance	• Requestor must provide fliers/handouts. • Tino's posts flyers in restaurant and distributes with delivery orders
1 - 2 days in advance	• Requestor may drop off any event/promotional items
Day of event	• Requestor comes in to prepare/ decorate
Subsequent Month	• Tino's typically sends fundraising checks by 15 th of following month

Foundation nights are as successful as we make them. Tino's actively supports our foundation nights through posting events on our social media, leaving out promotional materials on our counter and stapling promotional materials to all delivery orders the week before the event. Requestors should consider a host of efforts to notify their community, members, and other possible attendees of the event. We offer the following ideas as a starter:

- **Advertise on Social Media** (Facebook, Twitter, Instagram)
- **Send out Mass Communication** (constant contact, association membership lists)
- **Obtain Donation Items for a Silent Auction** – items attendees can bid on throughout day/evening
- **Set up Promotional Table** – sign, materials about the organization and/or cause, decorate
- **Provide Give Away Items** (stress balls, bags, pens) with organizations' logo/design
- **Offer Drawings** - Set out bowl, collect business cards/names, offer gift card, give a way items (shirt, etc.)
- **Include Deliveries** – Suggest participants cater food for teachers, office/staff, meetings, etc.
- **Encourage Reservations** – Staggered reservations ensures a better event

If you have any questions, feel free to email us at fundraising@tinositalianbistro.com or call the restaurant at 410-730-8466. Thank you for partnering with us to serve our community. We look forward to working with you.

Tino's Italian Bistro Management and Staff



Foundation Night Request Form

Name of Organization _____

Non-Profit Tax ID Number _____

Address of Organization _____

Organizations Website _____

Contact Name _____

Contact Phone Number _____

Contact Email _____

Describe Potential Benefits of a Foundation Night to the Organization

Describe Action Steps/Activities Planned to Promote Your Foundation Night

List 3 Preferred Dates (*in order of preference*)

1. _____

2. _____

3. _____

All of my questions have been answered. I agree to all terms and conditions as identified. And, I understand that Tino's Italian Bistro may cancel or change our Foundation Night event at any time, as deemed necessary.

Organization Representative Signature

Date