



We GIVE BACK! Community Fundraising

Catered Dinner Guidelines

We would be delighted to host a fully-catered fundraising event for your organization in our Creekside Convention Center. Many organizations struggle finding a venue to host a fundraising event, as well as finding a caterer. We will provide both! Complete the form for the Catered Dinner and submit it to the restaurant manager 5 weeks prior to desired event date. Our manager will work with you on a date and menu for your event.

Our Convention Center provides space for a complete fundraiser with registration, silent auction, dinner and anything else your organization would like to host.

Deadwood Gulch Gaming Resort provides our Convention Center and the dinner for your event. Your group/organization is responsible for distributing flyers prior to the event.

Supporters will pay \$10 at the door. \$4 per plate sold will go back to the organization. Checks will be mailed within 3 weeks after event.

Bartender with cash bar available upon request.

Buffet Options:

1. Pasta Buffet – 2 pastas, marinara and alfredo sauce, dinner roll
2. Taco Bar – soft shells and hard shells, taco meat, refried beans, lettuce, tomatoes, onions, salsa, sour cream
3. Hot Beef Buffet – bread, sliced roast beef, mashed potatoes, veggie, gravy
4. Hot Turkey Buffet – bread, roast turkey, mashed potatoes, veggie, gravy

All buffets include coffee, iced tea and lemonade and will be served on disposable dinnerware.

Rules:

- Requests must be received at least 5 weeks prior to the event to be considered.
- Sunday – Thursday dates only with two-hour event.
- If you need to cancel your event, please give us at least a week's notice.
- Set up two hours prior to event.
- Group/organization provides estimate number of attendees at least one week in advance. The following breakdown provides an estimate of how much your organization can make from food only during your fundraiser.
 - Plan for 50 (minimum)
 - If all 50 people show up, \$500 will be collected at the door. \$300 will go to the Gulch to cover the cost of food. \$200 will be paid to the group/organization.
 - Example: If only 40 people show up, \$400 will be collected. \$300 will still go to the Gulch to cover the cost of food. \$100 will be paid to the group/organization.
 - Plan for 75
 - If all 75 people show up, \$750 will be collected at the door. \$450 will go to the Gulch to cover the cost of food. \$300 will be paid to the group/organization.
 - Example: If only 60 people show up, \$600 will be collected. \$450 will still go to the Gulch to cover the cost of food. \$150 will be paid to the group/organization.
 - Plan for 100

- If all 100 people show up, \$1000 will be collected at the door. \$600 will go to the Gulch to cover the cost of food. \$400 will be paid to the group/organization.
 - Example: If only 90 people show up, \$900 will be collected. \$600 will still go to the Gulch to cover the cost of food. \$300 will be paid to the group/organization.
- Plan for 125
 - If all 125 people show up, \$1250 will be collected at the door. \$750 will go to the Gulch to cover the cost of food. \$500 will be paid to the group/organization.
 - Example: If only 110 people show up, \$1100 will be collected. \$750 will still go to the Gulch to cover the cost of food. \$400 will be paid to the group/organization.
- Volunteers from your group/organization are responsible for selling tickets at the door. All supporters through the door will be expected to pay \$10.
- Volunteers from your group/organization are responsible for clearing plates and bussing tables in the convention center as well as final clean-up at end of the event.

Tips to planning a Catering Night event:

- We can help with flyers for your event. Just ask!
- Have additional avenues to make money at your event. Raffle prizes, 50/50 drawings, silent/live auction.
 - Group/organization is responsible for all additional money making opportunities.
- PROMOTE! Ultimately, the enthusiasm of the organization's members is the biggest factor in success. Send out a press release to local newspapers, radio stations and television stations. Email and social media is a cost-effective way to promote your event.
- Free on-line event calendars (some require a free account with password to post events):
 - Rapid City Journal Event Page <https://rapidcityjournal.com/users/admin/calendar/event/>
 - Black Hills Pioneer Calendar https://www.bhpioneer.com/users/admin/calendar/event/?referer_url=/calendar/
 - Deadwood Events Calendar <https://www.deadwood.com/events/submityourevent/>
 - Lead Chamber of Commerce Event Page <http://business.leadmethere.org/events/public-submission>
 - Visit Rapid City Events Calendar <https://www.visitrapidcity.com/submit-event>
 - Spearfish Chamber of Commerce Calendar of Events <http://www.visitspearfish.com/calendarofevents/addyourevent/>
- Send out email and social media reminders on the day of event.
- Remember...the more people at your event, the greater the total sales and the more money you'll make!