



We GIVE BACK! Community Fundraising

Restaurant Night Guidelines

This is a fun and easy way to host an event to raise money for a charity near and dear to you. Download an application on our website or pick one up at the restaurant. Complete the form and submit it to the restaurant manager at the Creekside Restaurant. Our manager will work with you to set a date for your fundraising event.

Your group/organization will distribute "Give Back Vouchers" to supporters prior to event. Your supporters dine at the Creekside Restaurant during the date and time of your event. "Give Back Vouchers" are collected by the restaurant servers. Supporters can order anything on the Creekside Restaurant menu.

Once you have completed your event, we will mail a check to your organization for 15% of all pre-tax sales generated from your fundraising events. (All restaurant receipts with "Give Back Vouchers".) Checks will be mailed within 3 weeks after event.

Rules:

- Requests must be received at least 5 weeks prior to the event to be considered.
- Sunday – Thursday dates only; 4pm – 9pm
- If you need to cancel your event, please give us at least a week's notice.
- Group/organization representative must contact the restaurant manager one week prior to event to confirm date.
- All publicity surrounding the event must be provided by the group hosting the event. Your group will be provided with a flyer template which will be your group's responsibility to print/copy and distribute.
- Your group will be provided with "Give Back Vouchers" to distribute.
- Organizations cannot distribute vouchers on Deadwood Gulch Gaming Resort premises (including parking lot).
- Guests must have a "Give Back Voucher" to have their sale counted in the total tally.
- A representative from your group or organization must be present at the event to act as the "guest host" to answer any questions.
- This event does not discount meals; it simply raises funds for your group.
- Creekside Restaurant discounts and coupons not valid with fundraiser tickets.

Tips to planning a Restaurant Night event:

- Set realistic expectations. For example, if you want to earn \$150, your organization needs to bring in \$1,000 in sales.
- Don't forget to print your event flyers and vouchers!
- Distribute "Give Back Vouchers" to your supporters. 1-2 weeks in advance is optimal. You will receive an electronic version of the "Give Back Voucher" to print and/or email to your supporters.
- 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!