



Elm Street School
PAC

Event: _____ Restaurant Night _____

Time of Year Held: Multiple times throughout the year

When to start Planning: At least one month in advance

Overall Time Commitment (approx.): _____ 3 hrs _____

Number of volunteers needed (approx.): _____ 0 _____

Main responsibilities:

- Restaurant may contact you or you can do an internet search for the corporate website and look for links related to “community giving” or “fundraising”
- Call or email restaurant to schedule a night – you will have to fill out a form/contract with address and tax ID for the school
- Once your date is approved, the restaurant will send you a flyer describing the event
- Email school admin to add date to school calendar
- Email PAC rep with flyer and they will add to PAC website/FB page and send to Principal for emails
- Pick up check/money from restaurant and deliver to Treasurer

General Suggestions/Notes:

Suggestions on restaurants: Panera, Texas Roadhouse, Conrads, Chilis, The 99, BBC. Make sure to check the school/PAC event calendar before scheduling a night so there are no major conflicts.