



Kin Canada
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Fundraising Project Library



Pizza Party

General Description:

Who doesn't like a good old fashion pizza party? Why not try adding some friendly competition to the typical pizza party by inviting pizza shops from your community to serve up their best pizza for guests to try and judge. This is also a great way to get local media or other influential figures in the community involved by inviting them to be guest celebrity judges. To increase the amount of money raised during your pizza party try including a silent auction, raffle, 50/50 draw,

Resources Required:

- A facility
- Participating pizza shops
- Plates, cutlery, cups, napkins
- Tables and chairs
- Banners and posters
- Volunteers to help serve pizza
- Bar area, with smart serve certified servers
- Auction items (if desired)
- Tickets
- Required permits and licences

Pre-Event Activities:

- Contact National to verify coverage
- Obtain a certificate of insurance if needed
- Recruit pizza shops to take part
- Obtain a certificate of insurance naming the club as an additional insured from all participating pizza shops
- Select a venue and date
- Sell tickets
- Solicit donors for door prizes
- Recruit local sponsors
- Select celebrity judges and emcee (if desired)
- Recruit day of volunteers
- Promote your event
- Make sure bakers have delivery instructions
- Cash boxes and float – ensure float is counted by a second person and that funds are monitored by a trusted person

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Event Activities:

- Decorate if desired
- Set up pizza serving areas
- Set up tables
- Set up registration/ticket collection area
- Do a sound check with your emcee
- Review the event schedule with volunteers so everyone knows what they will be doing
- Have fun this a great event to socialize with members of the community and promote your club
- Take pictures

Post Event Activities:

- Clean up site and take down any decorations
- Send in a record of your event and the success to National Head Office
- Take cash to the bank or store in a safe place. *Consider taking funds off-site so as not to have large amounts of cash on hand. Always have two people take the funds to the bank for deposit or to other location as previously selected where the funds can be secured until they are deposited.*
- Return any borrowed items
- Send thank-you letters
- Organize media follow up by sending out press releases
- Review the event and make note of any changes for next time or things that worked really well

Tips for Success:

- ◆ Atmosphere is key; make sure that the set up is reflective of the event. Since this is a pizza party there should be a fun social feel, set up should not be formal but fun and unique.