**Village Idiot Pizza**

**Fall 2018 Charity Event Night**

All of the following requirements must be met to APPLY, BOOK, and BENEFIT from a percent night:

1. Must fill out a complete application and email directly to **vipizza@bellsouth.net**. Applications submitted in person will not be considered.

2. Must provide a W9 or non profit in good standing status with the Secretary of State’s office of South Carolina. No checks will be written to any for profit business or any individual.

3. Must provide all social media tags and event pages (must have at least a Twitter or Facebook event page).

\*Social Media Tags / Event Pages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Must use the Village Idiot logo in all materials for promotion of the event. Must tag Village Idiot Pizza in all social media promotion of the event. Village Idiot will also share and tag the event and group the week leading up to the event.

5. Must provide the restaurant at least 100 flyers (quarter page size max) to promote the event on pizza boxes. The flyers must be dropped off one week prior to the event.

6. Must have representation at the restaurant for the majority of the event. You will be given a choice of items once your date is confirmed to use on your marketing of the event. These items will be at a discounted price just for your participants. You will pick one bar item and one pizza item. You want your group to order these items as this is how you will drive up sales, and this is one way we will track your attendance.

7. Your attendees MUST check-in to Village Idiot Pizza on Facebook or Tweet that they are here during the percent night hours of 4pm – close in order for your organization to be eligible for the max sales. It is your responsibility to promote that in your advertising and night of the event. This is the second way we will track your attendance.

8. Must meet a minimum gross sale amount to be eligible for any contribution.

\*Five Points: $2500 \*Olympia: $1500

9. Once all the above items have been met your contribution will be calculated as follows:

All menu sales collected will be calculated by taking the evening’s net sales (gross sales minus taxes) **LESS**: 1. food cost percentage (30%), 2. delivery total, 3. any house tabs for the night (comp drinks), and 4. gift certificates redeemed. A percentage of that net number will be donated directly to the organization’s charity.

10. A minimum of 10% will be donated on all net sales. An additional 5% will be given per $500 additional sales above the minimum. Groups that cannot meet the minimum will not be given priority on dates requested in the future, but may be given consideration to book another event and combine sales of both events. This is at the Village Idiot’s discretion.

11. In order to receive your contribution you must email **vipizza@bellsouth.net** after the event to determine pickup time. It could take up to two weeks to process from the time you request the numbers. **IMPORTANT: Checks are not automatically cut. It is your responsibility to request your potential contribution.**

12. We will only book one event per semester that benefits the same charity, class, etc. It will be on a first come first served basis and at the discretion of the Village Idiot. We reserve the right to give priority to organizations raising money for children’s charities and USC club teams, as that is the focus of the Village Idiot’s fundraising.

14. Event time will be from 4pm – Close. All sales during that time will count.

­­­­­­­­­­­­­­­­­13. Please provide a description of Fundraising Event (please be as descriptive as possible): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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14. Is your event a Greek life event where you require attendance? Y N

If Yes, How many people are in your organization? ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. All entertainment must be approved prior to the event. No more than 2 piece band permitted. It is the responsibility of the organizers to coordinate with Village Idiot in advance for any entertainment. If organizers arrive day of with unapproved entertainment they will not be allowed to perform.

16. **Requested Date of Event**:

Olympia (Tuesdays): \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Five Points (Thursdays): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name as listed on W9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Group Organizer Signature Date Submitted

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Group Name

Internal Use:

Bar Item: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pizza Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_