**Village Idiot Pizza**

**Spring 2019 Charity Event Night**

All of the following requirements must be met to APPLY, BOOK and BENEFIT from a percent night. Failure to do them may result in loss of percentage or no distribution at all:

1. Must fill out a complete application and email directly to: [vipizza@bellsouth.net](mailto: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 must create and share to Village Idiot an event page to Face book:

Social Media Tags/Event:

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4. Must use the Village Idiot logo in all materials for promotion of the event. Logo will be provided upon request. Must tag Village Idiot Pizza in all social media promotion of the event. Village Idiot will also share and tag the event 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. You will pick one drink 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 sales to be eligible for any contribution.

Five Points: $2500 and 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 organizations charity.

10. A minimum of 10% will be donated on all net sales. An additional 5% will be given per $500 of 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 Idiots discretion.

11. In order to receive your contribution you must email: [vipizza@bellsouth.net](mailto: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. There is a 60 day deadline to requests for donations.**

12. We will only book one event per semester that benefit’s 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 organization’s 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.

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14. Is your event a Greek life event where you require attendance (**please only specify YES if it is mandatory to attend**)?

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_