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PRISMS FUNDRAISER

## SPAGHETTI DINNER

### 1. Determine your location

**Suggested Locations That Fit Profile (service/mission oriented, family friendly, has facilities and support)**

Contact local facilities to see if they would be willing to donate their space and if what they have meets your needs. If so, they will need to add it to their calendar of events.

- Churches
- Masonic Lodges
- Willing to Donate Space

#### **Location Considerations**

Specifics to ask when confirming the space:

- Adequate Seating Space (how many people/tables can the space hold)
- Adequate Kitchen Space
- Tables and Chairs Available
- Cups, Flatware, Dishes, Pots, Pans, Dishwasher etc. Available

### 2. Determine your cost per meal/ticket

#### **Food Cost and Ticket Costs**

Should be able to charge 3-4x your food cost per person (if you shop well)

Spaghetti Dinner (suggested menu below) about \$2.75 per person – Charge \$8-\$12 (Offer reduced price if ticket price if tickets are purchased in advance \$8.00 – that way you will know about how many to prepare for. Increase ticket price for tickets purchased at the door \$10.00. Offer discounted ticket price for kids \$5.00)

### 3. Marketing and ticket sales

#### **Advertise and sell tickets in advance!**

At 3 weeks prior to you event, create posters, advertise using social media like FB to promote your dinner. Share information with friends, family, and neighbors through email. If you hare holding it at a

church, ask them to promote it through their weekly emails, newsletters and bulletins. Put posters on local bulletin boards at coffee shops or grocery store.

#### **4. Volunteer Roles**

At 3 weeks prior, create a volunteer sign up (can be paper or sign up genius or something similar) to generate some help for the event. The number of volunteers may vary depending on the size of your event. What is listed is simply a suggested amount. You will need help for the following:

- Marketing and Ticket Sales – 3 weeks in advance of meal
- Set Up / Clean Up – day of (5 for each)
- Shopping – one week prior (1-2)
- Food Preparation (5)
- Serving Tables (3)
- Entertainment?
- Guest Speaker?

#### **5. Create your menu/shopping list**

##### **Suggested Spaghetti Dinner Menu/Grocery List**

Three weeks prior to your event, ask for donations and have them arrive one week prior to your event. When asking for donations, have your request be an easy one for people to provide you with. Perhaps you can ask people to donate thin spaghetti. Be sure to be specific if you want a certain item (thin spaghetti vs. angel hair, etc.) You could also ask people to donate cash toward purchasing supplies for the dinner. Another thing that people are typically happy to donate are baked goods. Offer a variety of cakes for dessert and ask for volunteers to make 9x13 sheet cakes – the flavor of their choice! It would be best to not ask for donations of the salad needs as you will want to purchase that just prior to the event to ensure freshness.

- Spaghetti
- Sauce
- Meatballs
- Bread, Butter, Olive Oil, Spices
- Salad – Caesar with Iceberg, Romaine, Dressing, Parmesan Cheese, Croutons
- Or
- Salad – House with Iceberg, Carrots, Cucumber, Tomato, Croutons, Dressing
- Water
- Ice Tea
- Lemonade
- Coffee, Creamer, Sugar
- Parmesan Cheese
- Baked Dessert – Cakes, Brownies, Cup Cakes

#### **6. Shop for supplies**

##### **Shopping Locations**

At about 2 days prior to the event, shop for supplies. By this time, you will have donated items (except baked goods as they should arrive the day of the event) and know what additional supplies you need.

Good – Walmart

Better – Sam’s Club, Bj’s Wholesale & Costco

Best – Aldi

Ultimate - Donations

## **7. Think about your set up**

If your goal is to raise money & create Awareness – Buffet Line

If your goal is to raise money, create awareness & build relationships – Table Service (keep in mind that this may require more volunteers)

Map out how the event will flow. Where will the enter to pay or give ticket? What happens next – seated or buffet line? Will you have a drink station or serve drinks at the table? Create a plan for how the traffic will flow and provide training for the volunteers on what to expect.

## **8. Things to keep in mind**

### **Profit Killers**

Renting Space, Tables, Chairs

Using Throw Away Items – Cups, Paper Plates, Plastic Flatware, etc

Buying Pre-Made Food

- Salad in a Bag vs Make Your Own with heads of lettuce, bag of carrots, tomatoes, etc..

Drinks Like Soda or Bottled Water

- Serve tap water, lemonade, ice tea, coffee

Food waste – sell tickets in advance to get a rough head count, sell carry out tickets, accept people at the door, but charge more

### **Improve Profit By...**

Getting location donated

Use and wash real dishes, etc

Ask for food donations, but pick the simple items and be specific on brands, size, etc

-Boxes of spaghetti, Baked Desserts, etc

Accept and Encourage Tips for Table Service

Advertise as “Free Meal”, suggest the Donation Amount – risk in not having up front head count

### **General**

Provide information about SMS on the tables to increase awareness

Have background music to better the mood

Decorate the tables with simple centerpieces

Consider sharing any left overs with a local food bank, soup kitchen or shelter

**Here are some ideas on how to promote your Spaghetti Dinner:**

<b>E-Mail a flyer</b>	E-mail a flyer to your distribution list. Try to include anyone in the area that may be able to attend your event
<b>Post on Social Media</b>	Post the flyer on your Facebook, Twitter and Instagram and even local Facebook community sites and request that it be posted on the PRISMS Facebook page. Encourage friends to share the information
<b>Share on your Website</b>	Request that PRISMS share information about your fundraiser on the PRISMS website.
<b>Print, Post and Pass Out Flyers</b>	Post flyers on community boards in common and community areas.
<b>Questions</b>	Contact Casey Gorman at <a href="mailto:cgorman@prisms.org">cgorman@prisms.org</a>

**Here is a sample invitation letter to share on via email or social media:**

Hello \_\_\_\_\_,

In an effort to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome) we are planning a Spaghetti Dinner!

Here are the details:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Cost: \_\_\_\_\_

We hope that you are able to attend! If you aren't and would simply like to make a donation, you can do so by going to our website [www.prisms.org](http://www.prisms.org) and clicking on the tab "Donate Now" tab at the bottom of the home page.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to see you there!

## Here is a sample letter to share with local stores, friends and family:

Dear \_\_\_\_\_,

We are in the process of planning a Spaghetti Dinner to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome). I'm writing you this letter to request food donations. We would greatly appreciate anything you are willing to donate and would be happy to coordinate a date and time to pick up the donations.

Here are the details:

- Spaghetti
- Sauce
- Meatballs
- Bread, Butter, Olive Oil, Spices
- Salad – Caesar with Iceberg, Romaine, Dressing, Parmesan Cheese, Croutons
- Or
- Salad – House with Iceberg, Carrots, Cucumber, Tomato, Croutons, Dressing
- Water
- Ice Tea
- Lemonade
- Coffee, Creamer, Sugar
- Parmesan Cheese
- Baked Dessert – Cakes, Brownies, Cup Cakes

For more information about PRISMS, please see our website at [www.prisms.org](http://www.prisms.org). In addition, if you would like to donate to PRISMS, you can do so by going to our website [www.prisms.org](http://www.prisms.org) and clicking on the tab "Donate Now" at the bottom of the home page.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to hear back from you.

**Here is a sample of a thank you letter to send to stores, family and friends and volunteers for their help in making the Spaghetti Dinner a success:**

Sincerely,

Dear \_\_\_\_\_

I wanted to personally thank you for your time and effort to assist us with the PRISMS Spaghetti Dinner. We appreciated your help and wanted to let you know that we raised \$\_\_\_\_\_. Those funds will assist PRISMS in ongoing research of Smith-Magenis Syndrome. Without your help, this wouldn't have been possible!

Thanks again for your time and assistance!

Sincerely,

\_\_\_\_\_