



“Run the Diner” Night

Program Description

Schedule a night for your school’s teachers, principals and PTA to “Run the Diner”. You’ll work with our staff seating guests, running food, and bussing table. Kids and families really enjoy it and it is an easy way to earn money for your school.

Potential earnings from for a “Run the Diner” night:

Attendance	100	200	300	400
Earnings	\$200	\$400	\$600	\$800

Your school gets 20% of the sales you bring in. What you earn depends on the amount of people that come out to support your event. View our “Run the Diner” night video at silverdiner.com.

“Run the Diner” Guidelines

1. **Uniforms** - All volunteers need to wear close toed slip resistant shoes. Team Members should dress in the same colors or Team Shirts. Hair longer than the shoulders must be pulled back. Please do not chew gum while volunteering.
2. **Volunteers** – Volunteers must be at least 16 years old. You may have six volunteers working inside the diner. Make sure you have back up volunteers in case something happens with one of the six you have scheduled. The leader will greet guests at the door along with one other person. The other four volunteers will run food and clean tables. This helps keep the crowd flowing and increase the revenue for your group. There is no need to be nervous, our staff is fully prepared to assist you. We look forward to our fundraisers. They are a lot of fun, and it is our way of contributing to the community .Other volunteers may set a table out in front of the restaurant to set up a donation jar, hold raffles, or sell school spirit items. **We do not allow you to sell any food items** .
3. **Marketing** - By signing this agreement you are making a commitment to bring 200 people out to dinner the evening of your fundraiser. Leading up to the event you are responsible for distributing fliers and giving your best effort to make members of your group, the community, family and friends aware of your event in order to make it successful. Have volunteers pass out flyers to everyone they know. Place posters and signs around the school. Have it placed in your newsletter, your website, and on the marquee in front of your building. Do you know anyone that could help you get media coverage through radio, news, or television? The more you spread the word, the more money you will raise for your group.
4. **The Big Event** - The night of the event arrive 15 minutes early so that we may give your team an orientation. Please be aware that as a guest of Silver Diner you will be representing our company. Silver Diner prides itself on contagious friendliness and warm caring relationships, we ask you to respect our values during your event. Volunteers must have a warm positive attitude.
5. **Cancellations** - Cancellations must be made at least two weeks in advance. If two weeks is not given, your group will no longer be eligible to schedule fundraisers at Silver Diner. If public schools are closed due to weather conditions, your fundraiser will be rescheduled by the General Manager or Operating Partner.
6. **Your fundraiser is not confirmed until we receive an agreement signed by your school leader and a Silver Diner manager.**



Run the Diner Night Agreement

Name of School – _____ Time Scheduled _____

Date Scheduled - _____ Location – _____

What are your school colors? _____

Contact Name _____ Contact Phone # _____

Contact's Email Address _____

Check should be made payable to : _____

Address check should be sent to:

Silver Diner will donate 20% of the incremental sales. The more people that attend, the more money your school or group will raise. You have the possibility of earning \$400 for your group just from the inside sales.

Will you have a table outside or in the lobby? _____

How many flyers will you distribute in advance of the fundraiser? _____

Please list what you will do for fundraising and how you will advertise your event.

I understand cancellations must be made at least two weeks in advance. If two weeks notice is not given I will no longer be eligible to schedule fundraisers with Silver Diner.

As the leader of my group, I understand that I will greet all guests the entire fundraiser. I have read the rules and understand I am responsible for having 6 volunteers on duty at all times and for making sure my team understands the rules before the night of the event. I also understand my group is responsible for the marketing of this event.

School Representative

Silver Diner Manager

Print Name - _____

Print Name - _____

Signature - _____

Signature - _____

Date - _____

Date - _____