



SPAGHETTI DINNER

Shared by Beth Saladino, Virginia Chapter



George "chianti" wait for the Saladino Spaghetti Dinner! How about you?!

A Spaghetti Dinner passion fundraising event provides an opportunity for friends and family to share an evening of community, and good food, in support of a worthy cause.

The Lucy Saladino Spaghetti Dinner is a one-day fundraiser, where a participant purchases a spaghetti and meatball dinner, dessert, and beverage for a minimum suggested donation amount. Most guests donate above the suggested minimum. The Cystic Fibrosis Foundation passion platform is a valuable tool to help you organize, publicize, and keep records of your event.

Interested in building your own Spaghetti Dinner? Here is a step-by-step guide to get you started:

EVENT STRUCTURE & LOGISTICS:

- Date: pick a date that works for you.
- Start and end times: Establish a start and end time for your event. Consider having specific seating times ex. 4:00, 5:00 for diners ...this will help you manage the flow and workload throughout the event.
- Reservation tool: asking people to select a seating time and giving a number in their party helps you understand the quantity of food and supplies you will need. Keep track on a spreadsheet.
- Payment options: The CF Foundation's Passion fundraising platform is an excellent tool as it is secure and captures your donor's information. But cash and checks made to the Cystic Fibrosis Foundation should also be accepted. Consider creating a QR code that links to your Passion Fundraising website to have at guest check-in for the night of the event.
- Pre and post event communication: Establish a publicity calendar via social media, emails, or texts. Also plan on sharing the results and any acknowledgments after the event. Email communication can be handled through the Passion platform.

Visit passion.cff.org for more event ideas!

LOCATION:

- Your venue must minimally have
 - Space for diners to sit and eat. An AV system to show a slideshow, and feature CF updates.
 - A kitchen to heat up and serve the meals, refrigeration. An ice machine is a nice bonus.
 - Restrooms
 - Parking
- Location Ideas: Sometimes these locations may wave their fees, if you ask.
 - Community Centers
 - Service organization meeting halls or lodges
 - Club houses
 - Schools
 - Church or synagogues
 - Firehouse

BUDGET:

The Lucy Saladino Spaghetti Dinner has been hosted for the last 15 years and typically raises \$30,000+, with expenses in the \$1,800 - \$2,000 range.

- It's best to maintain a document where you can record all expenses and revenue related to the event.
 - Record supplies purchased, the quantity, and the source.
 - Include a list of any donated items, and who donated.
 - Record donations and how they were received including online, cash, and checks.
 - Creating sponsorship opportunities is another way to add to your event revenue, or lower your event expenses. Recognizing your in-kind and financial sponsors throughout the event, as well as in pre and post-event communications helps create lasting relationships.

FOOD & EVENT NEEDS:

The Lucy Saladino Spaghetti Dinner typically serves 300 - 350 dinners, with dine in and takeout options.

- Reach out to the following for donations, gift cards or discounts:
 - Wholesale Warehouses (Costco, BJ's Sam's Club) apply online
 - Grocery stores: talk to store manager or apply online
 - Restaurants: ask them for a specific part of your event needs – the salad, the drinks
 - Churches and schools: to borrow tables and chairs
 - Restaurant Supply Store: need a membership, but prices are typically lower than the local grocery store
 - Ask volunteers to donate ice, desserts, plastic ware, drinks, etc.

PRE-EVENT FOOD & SUPPLIES LOGISTICS :

- Once your event date is determined, begin procuring non-perishable food and event items.
- 7 days out: Shop for perishable items.
- 5 days out: Begin making and storing sauces. Keep refrigerated.
- 3 days out: Host a meatball making night with volunteers and friends. Cook off and store meatballs.
- 3 days out: Confirm dessert quantities and delivery.
- Night before: Begin cooking, bagging and refrigerating pastas. Use or borrow large stockpots so you can cook multiple lbs. at a time.

VOLUNTEERS

- You will need volunteers for all aspects of your event and are an essential part of your success. Reach out to friends, family, and high school and college service organizations. Give the volunteers an honest description of their task, and their time commitment. Create a Day-Of Event timeline to guide your volunteers.
- Kitchen: 4-5 people - Physical role, on your feet for the entire event.
- Drink Station: 2 people to prepare and serve beverages to diners.
- Dessert Station: 2 people to keep the self-serve dessert station filled in, and clean.
- Set up and takedown: 6-10 people - Limited time commitment.
- During event: 4 people to greet and check in diners, take in donations, oversee the cleanliness and needs of the dining area, guide people through the event set up.
- Photographer: Consider having someone take photos of your event attendees, as well as photos of the event set up.

COMMUNICATION PLAN:

- Create a plan to publicize your event:
 - Create website using the CF Foundation Passion Fundraising site.
 - Create an event flyer. Share on social media, via email and texts.
 - Establish a consistent social media cadence. Using a theme can be fun, ex. George the Dachshund.
- Share your post event results and photos on social media. Send thank you notes to all donors and sponsors.

POST EVENT:

- Use your master document to record specifics about the event:
 - Number of attendees
 - Wins
 - Opportunities
- Plan a post-event debrief with key volunteers and record findings and suggestions for next year.

"People who love to eat are always the best people."

- Julia Child