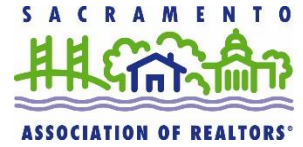




COMPANY FUNDRAISING FOR SCHOLARSHIP GUIDELINES AND EVENT CHECKLIST



| SUGGESTED TIMELINE | COMPANY TASKS | NOTES |
|--------------------|---|-------|
| 12 - 4 Months Out | <ul style="list-style-type: none">• Confirm Company commitment with SAR, include: Name of event, Date, Location, and Description | |
| 3 Months Out | <ul style="list-style-type: none">• Decide on Volunteer Committee with Assignments¹• Create Flyers – send to Mindy to put in flyer box & email blast• Begin Selling Tickets• Begin Collecting Prizes• Look Into DJ/EMCEE | |
| 2 Months Out | <ul style="list-style-type: none">• If selling alcohol, hire Security Guards (1 per 100 attendee – if held in Sacramento County venue)• Acquire Liquor License²• Order food (as needed) | |
| 1 Month Out | <ul style="list-style-type: none">• Final Push on Tickets & Prizes• Last report to SCH committee (as desired), request assistance as needed | |
| Week Before | <ul style="list-style-type: none">• Confirm with EMCEE/DJ and other partners | |
| Day Of | <ul style="list-style-type: none">• Set-up event: decorate and arrange prizes | |
| After | <ul style="list-style-type: none">• Turn in full amount of money at one time | |

GUIDELINES:

- Flyers must say host company event *benefitting SAR Scholarship Trust*.
- SAR is able to print limited flyers for onsite marketing, additional prints will be charged as a member price.
- As this is a company event, SAR will not provide any reimbursements for the event. All expenses must be donated or covered by the host/sponsor company.
- Money may only be turned in to SAR at the end of the event, all at once.

- 1- Suggested Assignments: Tracking Ticket Sales, Tracking Sponsors (as needed), Tracking and holding prizes, Bartenders, Decorators, Buffet Line set-up/servers, Food Donors
- 2- To file this you need to get a contract with a security guard for the duration of the event and bring it with you. Then have a venue representative sign form ABC Form. You'll need a law enforcement signature (which depends on the area your event is held in) then file it at ABC (2400 Del Paso Rd, Ste. 155) with the \$25 requested via Cashier's Check or Money Order. Must be filed 10 business days before event.

Questions? Please contact Madison at 916.437.1211 or mhall@sacrealtor.org