



KIDS AGAINST HUNGER UNITED

P.O. Box 19 Broomall, PA. 19008 ° 484-995-7730 ° heather@kahunited.org

Event Planning Sheet

General Information:

Group Name:

Date of Event:

Contact Person:

Best Phone #:

Alt #

Address:

e-mail:

Event Information:

Number of Volunteers expected:

Age range of volunteers:

Expected start time and end time for event:

(*See note on set up and clean up time requirements)

Technical Information:

Goal for meals packed:

Number of lines needed (11 people per line):

Who is determining the destination of the packed food? KAH or Event Host

Destination of packed food?

Who is responsible for shipping packed food to destination?

Kids Against Hunger Requires:

50% of the packing monies to be paid 60 days in advance balance is due a week prior to the event. Details will be included on your invoice. Each meal is .30 and there is a travel fee of \$250 to cover the cost of the rental trucks if packing event is off site.

SPECIAL NOTES FOR EVENT:

Kids Against Hunger commitment to the packing group:

- The supplies for the packing event
- The packing location is set up for the packing event
- Nutritionally balanced Kids Against Hunger food
- Promotional materials as requested by packing group
- Invoices of amount due and deposits made for your records
- Kids Against Hunger United representative present at the event, the day of the event

Packing group commitment to Kids Against Hunger:

- Provide instruction to packing team regarding proper attire. i.e: hairnets (provided by KAH) or hats must be worn by everyone on the packing floor
- Prompt arrival time for the event scheduled
- A designated leader of the packing group to be present at the event on the day of the packing event (please provide name and contact information at least one week prior to the event) ***off site events only**
- 2 tables per line with access to outlets within 10' of tables. 8-foot tables preferred, but we can work with 6-foot tables. If 6-foot tables we will need three per line. No round tables. ***off site events only**
- 50% deposit of the total amount due 60 days before the packing date payable by check sent to Kids Against Hunger United, P.O. Box 19 Broomall Pa 19008
- Remainder of funds to be paid the week prior to the event.
- Provision of strong individuals to help refill bulk products. They need to be able to lift 50# bags of bulk product. (The 50 lbs Crew)
- If training video is requested, equipment will be needed ***off site events only**
- An area for the bulk product storage and refill ***off site events only**
- An area for box making and box taping with an 8' table available ***off site events only**
- An adequate number of volunteers to pack the food
- Adequate number of table lines already set before Set Up crew begin working with in 10' of access to an outlet ***off site events only**
- Set Up and Clean Up crews for the event (this may take up to 30-90 minutes to complete before AND after the event with 5-10 volunteers). ***off site events only**
- Check in area with an 8' table for hairnets and sanitizing (KAH will provide supplies) ***off site events only**
- Cancellation of this event made by the packing group less than 30 days from the date secured cannot be refunded, however it can be rescheduled

Kids Against Hunger Signature

Name _____ Date _____

Packing Group Signature

Name: _____ Date _____