



1. The Non-profit contact the appropriate restaurant's General Manager to hold the fundraiser at:
scott@therestaurantrepublic.com for City Cafe in Azusa
jorge@therestaurantrepublic.com for Paco's Mexican in Arcadia
to confirm a date.

Fundraiser Days available:

City Cafe: Sundays, Mondays, Tuesdays and Wednesdays

Paco's Mexican: Mondays and Tuesdays

2. Once date is confirmed with the appropriate restaurant's G.M. please email the date to the Digital Marketing Manager at compdude@earthlink.net
3. The Restaurant Republic Marketing Department will design a flyer (subject to the non-profit's REVIEW & APPROVAL)

The following is required:

- a. Logo with a transparent background
- b. URL address for the organization's website or Facebook page
- c. Group photos of smiling faces

NOTE: If non-profit contact unable to provide logo and pictures, Marketing Department can get from website non-profit provides.

3. Provided flyer is a PDF document non-profit can blast to their email list.
Attached is a flyer from a past fundraiser.

Flyer has embedded link to non-profit's website, and to the restaurant's website, social media and Yelp.com restaurant listing.

4. The Restaurant Republic will provide:
 - a. Email blast the appropriate restaurant's email list a week before the event
 - b. Post on the restaurant's Facebook page and city specific FB pages (i.e. Arcadia Chamber of Commerce)
if possible, some FB pages won't allow non-admins to post.
5. After the fundraiser, the Restaurant Republic's Finance Department of the amount for the check. Upon receipt bank will be notified to mail non-profit a check.
Takes approximately up to 9 business days for check to issued.



FAMILY-OWNED AND OPERATED RESTAURANTS



6. The Finance Department requires:
 - a. Name to be addressed on check
 - b. Mailing address for check to be sent to
 - c. If this is a NEW organization (meaning has never held a fundraiser with any of the Restaurant Republic restaurants, a copy of non-profit's 501(c) is requested.

Thank you,

Al De Veyra
Digital Marketing Manager
compdude@earthlink.net
The Restaurant Republic
(626) 494-2176 M-F Noon-to-6PM