

Pizza lunch plan

- Two weeks in advance:
 - Find a pizza provider and agree on price, order date and method of slicing
 - Set a date
 - Have a location reserved; make sure you have enough table space if you are going to have seating available
 - Decide on method of payment (donations worked really well for OIT; if you are selling to students, I think you need to set a price)
 - If you want to invite other offices, get a notice to TheWeek@ND (theweek@nd.edu). It has to be in by Thurs of the week prior to the event. And/or the ND calendar
 - Ask for volunteers to form committee
 - Lead
 - Communications person
 - Send out email announcement
 - Create posters
 - Hang posters
 - Put event in exchange calendar
 - Send out reminder emails
 - Volunteer coordinator, find people to
 - Set up room (1)
 - Pick up pizza (1)
 - Unload pizza (2)
 - Sell pizza (2)
 - Clean up pizza (2)
 - Manage the cash box (1)
- One week in advance:
 - Ask for volunteers to work at sale
 - Put up posters to advertise, make sure that the cause you are raising money for is prominent
- Two days in advance:
 - Send out emails to your department to remind them
 - Get large plates, napkins, and plastic wrap to wrap slices people want to take home
 - Make sure you have enough serving utensils
 - Order pizzas (if they want the order this early)—we did 24 14”pizzas for about 150 people
- Day of sale:
 - Send out email to remind people of sale
 - Pick up pizzas; have helpers waiting to unload car and hold elevator for you
 - Have volunteers serving pizzas
 - Have change for people
 - If you have items left at mid-afternoon, bundle it and sell it at a discount
- Other advice:
 - Offer the chance to buy a whole pizza to take home
 - Know your customers; we had too many vegetarian and not enough ham and pineapple
 - We took money out of the basket throughout the day and put in a safe place, but left some big bills in there to inspire people.