

# The Soirée

## An Event To End Hunger

Join the Food Bank of Northwest Indiana at *The Soirée*, our premier fundraising event to support hunger relief, on **Monday, April 29th** from **6pm-9pm** at **6490 Broadway, Merrillville** as a food or beverage sponsor.

This year, we are excited to honor our healthcare partners and to showcase the healing power of food. Enjoy live entertainment, silent auction, themed raffles, and tastes from the best local chefs, restaurants, and breweries. Please see the benefits and guidelines below.

## Food/Beverage Sponsorship Request

The Food Bank of Northwest Indiana invites you to be a Food/Beverage Sponsor, and provide **300+ bite sized samples** of one or more of your dishes or drinks to event guests, including sponsors, donors, and community members in the Region. The theme for this year's Soiree is "**food is medicine**" and we encourage you to embrace it by showcasing the healing powers of your dish. If you choose to participate in this theme, specify the ingredient or food item you're highlighting for its healing properties on the **Sponsorship Commitment Form**. Share the benefits, and we'll create an info card to display at your station during the event.

## SPONSORSHIP BENEFITS

Recognized by name/logo and link to company website on event page: **[foodbanknwi.org/soiree](http://foodbanknwi.org/soiree)**

Recognized by name/logo in pre and post event coverage in direct mail and social promotion

Recognized by name/logo in event program, and additional day-of event materials

Inclusion of company name/logo in press releases and advertisement placed in the *Times of NW Indiana*

Recognized during the event program by name and presented a certificate during the event

**CONTACT** AMY MCDUNN, EVENTS & OUTREACH MANAGER  
219-980-1777 x313(direct) | 219-525-4043 (fax) | [amcdunn@foodbanknwi.org](mailto:amcdunn@foodbanknwi.org)  
**Food Bank of Northwest Indiana** 6490 Broadway, Merrillville, IN 46410

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### Food/Beverage Sponsorship Guidelines

Please help us keep yourself and our guests safe by abiding by the following guidelines.

#### **Food and Drink Service**

We ask that food sponsors provide about 300+ bite-sized samples of one or more of your dishes.

Food sponsors are responsible for sending representatives to serve their samples.

We ask that food sponsors stay the duration of the event. Once the event concludes, you are responsible for the clean up of your own station.

Follow ServSafe guidelines when handling food

#### **Safe Food Temperatures**

Food sponsors are responsible for providing the methods of keeping their foods at safe holding temperatures. The Food Bank will provide access to electricity and access to water for chafers.

Hot foods must be held at 140 F or above

Cold foods must be held at 40 F or below

#### **Sanitary Precautions**

Always wear your mask, covering your mouth and nose

Have hair tied back and out of the way

Wear food serving gloves (provided by the Food Bank)

Wash your hands after touching your hair, face, clothing, etc.

Discard used food serving gloves and use a fresh set of gloves after washing your hands

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### Food/Beverage Sponsorship Commitment Form

\*Please complete and return by **Thursday, April 4th** to be included in all event materials

Company Name (as it should appear in event materials) \_\_\_\_\_

Name of Main Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How many representatives will be on-site to serve at the event? \_\_\_\_\_

What dish(es) will you be providing? \_\_\_\_\_

Will you need access to electricity? \_\_\_\_\_

What is the estimated quantity and fair-market value of your contribution? (You may attach an invoice, or a copy of your company letterhead with a description of the in-kind donation you will be providing, including the estimated quantity and fair-market value.)

Are you planning to showcase an ingredient or food item for it's healing properties or benefits in your dish, to align with the event's 'food is medicine' theme? If so, specify the ingredient/food item and the reasons behind your choice. (You may email this information later if unable to provide at this time).

PLEASE NOTE: Please email a high-resolution file (ai,eps, or png) of your logo to [amcdunn@foodbanknwi.org](mailto:amcdunn@foodbanknwi.org)

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