

We are excited to assist you in raising money for your organization. We realize that every dollar counts and we will do our best to provide a fun atmosphere with high quality food and service to make a memorable and profitable experience for your organization. Here's how it works...

- We need one person (over 18) in charge of the event from your organization. Name and contact information will be required. This person will be responsible for date selection of the event and picking up the donation check from J&T'S.
- You may choose Sunday through Thursday for your event, schedule it with a J&T'S manager and sign the event sheet. We will also need a copy of your "not-for-profit" organizational charter for our tax purpose, if it applies to your organization.
- We recommend you use our general "EAT OUT 4 CHARITY" flyer to create awareness about your event!
- Flyers may be passed out to anyone to maximize your return **prior** to the scheduled event. **Anyone** suspected of passing out flyers on the day of the event on J&T'S property will cause a penalty deduction or forfeit the entire donation.
- The flyer must be turned into your server at the time of payment along with a copy of your bill in order to receive credit for the donation. Once you've left the building, you may not return with a flyer to apply to your bill.
- Although groups may request sitting in the same section when booking the event, it is not necessary to receive the donation. We may not be able to grant all seating requests.
- **20% of the pre-taxed discounted bill** will be donated by J&T'S back to the EAT OUT 4 CHARITY organization/group.
- Your donation check will be ready for pick up on the second day after your event. We will hold all checks for you up to 7 days. After that, the donation check will be void unless prior arrangements are made to pick up the check after the 7 day period. The check will be made out to the organization the event is for.
- It is the contact person's responsibility to pass on the enclosed information to all involved with the organization.
- **If you are interest in scheduling recurring EAT OUT 4 CHARITY events, please call 630-520-0593**

**In order to maintain the continued charitable efforts of J&T'S, we ask that you and your organization/group abide by the above rules for your EAT OUT 4 CHARITY event. Thank you for your cooperation!**

**EAT OUT 4 CHARITY Location: John & Tony's - West Chicago**  
27W371 North Ave, West Chicago, IL 60185  
Call (630)-520-0593

Date of Event \_\_\_\_\_ Day of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Contact Person (print): \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Event Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Received By: \_\_\_\_\_

<b><u>J&amp;T's Office Use Only</u></b>	
Completed By: _____	Redbook _____ J&T's Gmail Calendar _____ Cozi _____ Facebook Event Page
_____ Follow-up	Comments: _____
Booked By: _____	Date Booked: _____