



Percentage Event Request Form

625 S. Main Street, USC • 470-1 Town Center Place, Village at Sandhills
2130 N. Beltline Blvd., Forest Acres • 2217 Augusta Rd., West Columbia
914-A N. Lake Drive, Lexington • 945-H Lake Murray Blvd., Irmo

Please circle the location relevant to request

Moe's Southwest Grill Columbia Franchisee Group sometimes supports charitable groups by donating a percentage of a given day's sales back to that organization. Although there are many worthy causes to support, the Columbia franchisee group has selected the following list of criteria for percentage event requests:

- Child-centered charities/organizations
- Schools within five miles of the above listed locations
- Schools or groups/organizations with 100 or more students or members

Selected organizations meeting the above criteria will receive 10% of ticketed sales of \$1,000 or less. If ticketed sales exceed \$1,000, the participating organization will receive 15% of ticketed sales.

Below are additional rules and requirements:

- Events will be held only on Wednesdays, Saturdays or Sundays
- Events and eligible sales will be from 11:00AM until 9:00PM on the day of the event
- Eligible organizations can hold no more than two percentage events per year
- Participating organizations will be furnished a flier promoting the event
- Selected organizations will be responsible for printing and distributing the flier
- A copy of the flier must be presented at the register for sales to be attributed to the sponsored organization
- Selected organizations may not distribute flyers in the restaurant or restaurant parking lot
- Selected organizations are responsible to bring their own crowd/guests

Below are guidelines we recommend organizations to follow:

- Selected organizations are recommended to bring in a crowd of over 100 guests in order to raise an adequate amount of money to make an impact on your organization
- Selected organizations should prepare early by distributing flyers and reminding people of the event
- Selected organizations are encouraged to use different channels of communication to distribute the flyers to reach as many people as you can, i.e. email, newsletter, website
- Flyers should be distributed to anyone associated with your organization and charity event, i.e. students, faculty, staff, parents, friends and family

I have read and understand the following rules, requirements and guidelines stated above. In the event that I in any way violate the following rules and requirements, I understand my organization will become immediately ineligible from participating in a Percentage Event at Moe's Southwest Grill.

Print Name: _____

Signature: _____



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School/Organization Name: _____

Number of students/members: _____

Event Name: _____

Contact Name: _____

Contact Number: _____ **Contact E-mail:** _____

Contact Address: _____

Date of Request: _____ **Proposed Event Date:** _____

Expected amount to raise from the event at Moe's: \$ _____

Please tell us who to make the donation check payable to:

As well as the address to mail the check:

Your organization's Tax Identification Number (if applicable): _____

Are you a nonprofit organization? Yes No

**To submit a request, please e-mail the completed form to kevin@riggspartners.com
or fax to Kevin Smith at 803.779.8447.**

**Requests must be submitted at least two weeks in advance.
Someone will contact you within two business days of your request.**