



## Somerville Benefit Request Form

Part of our mission at American Flatbread is to support local organizations that have an impact on our community. One way that we accomplish this is through the benefit nights that are held on Tuesday nights at each of our restaurants. Below is an outline of the evening that we recommend in order to create the best chance for a successful benefit night for your organization as well as an application.

**Fill out the attached benefit application (required):** Once you complete the application please return it to American Flatbread by mail at 45 Day Street Somerville, MA 02144 or email at [nevadaa@americanflatbread.com](mailto:nevadaa@americanflatbread.com). Please note that dates fill up fast and there can be between a six-twelve month wait for a benefit date at Flatbread. Please note that dates are not guaranteed based off of previous years benefits. A new benefit application must be filled out each year.

**Save the date (required):** Following the receipt and review of your application, a date can be set. We host benefits on Tuesdays weekly. Every date is highly sought after and can be very successful. Some of our busiest benefits have been on traditionally slow days of the year. Once a calendar year is filled with benefits, the following year will begin being scheduled in early November. If you are hoping to schedule a benefit and have not heard back after submitting your application, feel free to follow up via email at [nevadaa@americanflatbread.com](mailto:nevadaa@americanflatbread.com).

**Market your event (strongly suggested):** The best way to make your benefit night successful is by getting the word out! You know your supporters best, but some of the most successful marketing has been through Facebook, Instagram, email marketing, flyers, posters, website postings... the more people you get here, the more pizza you sell! Please include us so that we can share these items on our social media pages. We also use this information to appropriately schedule staff for the evening so all information is helpful.

**Create a banner to hang at Flatbread, the week before (required):** We will hang a banner made by you to highlight your event. Banners should be no bigger than 3 feet high and 3 feet wide. Banners cannot be computer generated. Please drop off the banner the week before your benefit.

**Plan your evening set up (strongly suggested):** We encourage people to come and spread the word surrounding their non-profit. We will provide one standard table (please bring your own if you need more than one). You may do an auction, a 50/50, a raffle or sell merchandise to create more revenue. You may set up any time after 3pm. Having music at the event is an option, if you would like to explore music, please send a sample of the music for approval via email or we can provide you with our booking agents information.

**It's your night!** Your benefit night is here! From 4:00pm-10:00pm, we will donate \$4 of every large flatbread sold and \$2 of every small flatbread sold - for eat in, takeout and delivery!! For delivery, please make sure they use the link on our website to get to DoorDash or GrubHub as they do take a portion of our sales. Come enjoy and thank your supporters. Following the benefit please remember your banner. It must be picked up the night of the benefit and will not be stored.

**Donation time:** Your benefit check will be ready within a week of your benefit. It may be picked up at Flatbread at any time by asking for the manager on duty. If you would like your check mailed, we are happy to do that too! Please email over the best mailing address to [nevadaa@americanflatbread.com](mailto:nevadaa@americanflatbread.com) and what benefit you are from, following your benefit.

**Thank you:** Thank you for everything that your non-profit does to support the Somerville Community. We love being able to host benefit nights and to provide a space for networking, fundraising and excitement. Please let us know if you have any questions!



## Benefit Request Application

Feel free to attach additional material

**Name of Organization (who the check should be made out to):**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person (please pick one):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Best season for your benefit:** \_\_\_\_\_

**Mission statement or description of your non-profit:** \_\_\_\_\_

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**Anything specific that the funds will be used for:** \_\_\_\_\_

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