

## **Food Bank Plan and Logistics**

### **To make the Circus Vidbel Food Program a success, we need to take the following steps:**

1. Contact Food Bank in local area for support in promoting the program. We can use as much PR and media coverage as we can get starting about 3 to 4 weeks ahead of time
2. Ask Food Bank for help in staffing and collecting food and donations at the circus. The food bank staff person will be responsible for verifying and auditing the amount of food and funds collected.
3. A food collection booth will be set up at the circus on show day. We need banners from the local food bank to use in the booth.
4. We need to measure the quantity of food collected. This could be by number of standard size cartons collected, by photo or by weight.
5. The Ringmaster will promote the idea that local residents should be aware of the critical need of food during the spring, summer and early fall months. He will then ask for commitment from the audience and money donations for the effort. We could pass the hat or sell tickets for a 50/50 raffle at this time. We should also pass out flyers at the end of the show asking for audience participation in local food bank activities
6. The Circus will be responsible for setting up and taking down the Food Collection Booth.
7. The Food Bank will be responsible for collecting the food and donations after the final show of the day. The circus will also need a receipt from the food bank acknowledging the amount of food and funds donated for that day.
8. The circus will be responsible for notifying the Food Bank of the name of the towns, dates, show times, sponsors name and contact info and location of the circus lot at least two to three weeks ahead of the show date.