***Partnership Steps***

***In the Moment***

**The Morning of…**

* Change reader board to advertise the partnership.
  + *Suggestion*: Come and support <name of organization> tonight, 5-8 pm.
* Enroll your team to invite guests back throughout the day to support the Partnership Event.
* Make sure your Burgerville Card display is fully stocked.

**The Afternoon of…  
Requirements: (1 hour before partnership event begins)**

* Blow up balloons.
* Walk through the restaurant and make sure the restaurant is clean and ready to go.
* Set up your crew in set stations with primary and secondary responsibilities.
* Make a volunteer station assignment and train the volunteers.
* Have a place set up where guests can fill out Burgerville Card registration forms.
* As volunteers come in, greet them with a handshake.
  + Make a name tag for them and give them a tour of the facility.
  + Be sure to have labels and a marker available for them.
  + Make it fun for them.
* Confirm all paperwork has been filled out including the W-9, New Vendor Form and Partnership Event Agreement.
* Plan out your breaks to ensure Guest service is met in all areas.
* Set goals for S.O.S., average check and sales of seasonal items.

**Suggestions:**

* Set up a craft table or supporting areas for organization to display information materials.
* Make sure the music is slightly louder than normal to counter the noise.
* This is a good time to remind the crew of F.I.T.S, GSE and Impeccable 5.

**During the Partnership Event…**

* Have someone as a guest ambassador working with the volunteers to tell our story and invite Guests to get a Burgerville Card if they don’t have one.
* Keep the fun happening with the crew.
* Make sure each Guest is aware of the partnership and are thanked for contributing.
* Have fun with it!