

# Quick Guide to: Hosting a Food Drive or Third Party Event

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1. Fill out our Event and Food Drive Proposal form.
2. Return the form to Juliana Stefani at [events@foodlinkny.org](mailto:events@foodlinkny.org). Questions? Call 585-413-4077.
3. Once the form is processed, you will receive a Donor Code from Juliana, which you should place on any receptacles you are using in your food drive.
4. You're now ready to hold your Event or Food Drive! We recommend sharing your event information via email and social media. We are happy to share on our channels as well, just let us know the basics.
5. When your Event or Food Drive is complete, prepare it for receiving at Foodlink:
  - If you are hosting a food drive, and the donations exceed 750 lbs., reach out to Juliana and arrange a pick-up.
  - For donation under 750 lbs., please contact us to arrange a drop-off time and bring the items to our warehouse on Mt. Read Blvd.
6. Follow-up! We'd love to hear about how it went! Please feel free to send a recap and photos to us, along with any information/links to relevant social media pages so we can share your success — and our thanks — with our community. Good luck!

