



FUNDRAISING GUIDELINES

3X3X3, Inc. DBA Martinis Above Fourth is committed to community service through varied avenues. Martinis Above Fourth helps raise funds for varied organizations by sponsoring fundraisers, hosting fundraisers, charitable donations of dining awards and occasionally donated product. Please be advised that we take responsible fundraising very seriously. 3X3X3, INC. reserves the right to amend these guidelines at any time.

All fundraisers conducted at Martinis Above Fourth must benefit a 501c3 corporation. We do not permit fundraisers for the benefit of individuals or families.

Sponsored Fundraisers:

Martinis Above Fourth has set sponsored signature fundraisers annually. Sponsored indicates that we do all the work: scheduling, promotion, set-up/tear-down and distribution of funds. We do not permit others to overlap our signature fundraisers.

Co-Sponsored Fundraisers:

These events may or may not be happening at our location – but we have donated towards the success of the event.

Hosted Fundraisers:

Many individuals ask to host a fundraiser here. We schedule these based on our business discretion as well as the monthly schedule as it exists. Due to the volume of requests, we may not be able to grant everyone's request. In these circumstances, the individual sponsoring the event must be prepared to do the following:

- Sign a contract at least 30 days in advance of the event guaranteeing a minimum net sales figure (sales of food and alcohol before comps, discounts, tax and gratuity). Minimum is based on day and date – it does not remain constant.
- Promote the event at least 3 weeks before the event. Suggested avenues are newspaper columns, donated ads, flyers and word of mouth.
- Pre-sell tickets for the event. A minimum of 50 tickets must be sold 1 week prior to the event and the cash/checks for such turned over to Martinis Above Fourth to prove the host(ess) is working the event seriously. Checks are to be made out to the end user recipient – NOT Martinis Above Fourth. If the pre-sale minimum is not reached – your event may be cancelled at our discretion. In cases without ticket pre-sales, the host(ess) must deposit cash in the amount of 60% of the event guarantee.
- Set up and tear down for the event, including the removal of "drag" feathers, glitter, etc. Event set up should be completed at least 2 hours before the scheduled start time of the event. Tear down must be completed 3 hours prior to our scheduled opening.
- Adhere to our "May not perform and may not have a microphone" list.
- For events with tipped guest performers (gender illusionists, emcees, "hot" characters), all guest performer tips must be donated to the charity event.
- If the staff of MA4 is scheduled to work an MA4 shift during an event – they may not be part of the structured program.
- Have staffing appropriate to the event. Each event will be staffed differently. Requirements will be discussed with an MA4 representative at the time of contract signing.
- All volunteers, performers, etc are expected to maintain a positive attitude, control (not becoming intoxicated) and to not use foul language on the microphone. Additionally, they are responsible to pay their food and drink tabs.
- Performers using recorded music should use store purchased CD's or have their music tested during a scheduled sound check with an MA4 representative in the days prior to the event. Some CD burning programs do not prompt one to "close the session" which makes a CD un-readable in our sound equipment.
- All proceeds will be reconciled with an MA4 employee and a volunteer of the event. All cash will be retained and deposited by MA4 and a check cut to the end user organization.
- In cases where individuals use credit cards to pay for their donation, a 3% transaction fee will be charged for that luxury. Note: when a credit card is used, the individual may not receive the benefit of a charitable donation write off.

Charitable Donations:

Martinis Above Fourth donates approximately \$300 in dining awards a week. That totals \$15,600 annually. Much of this is planned out and spoken for well in advance. Requests must be made in writing, on organizational letterhead when possible and the tax ID number of the applicable 501c3 organization must be noted. Our dining awards will be of varying type and level and do expire. Donated dining award expiration dates will not be extended.

Tip/Cash Jars:

We do not permit the placement of a cash collection jar at our bar. If we do so – it will be for one of our signature fundraisers only.