



SUGGESTIONS FOR PLANNING YOUR SCHOOL'S LIMO PRIZE DAY

- Schedule the LIMO TO LUNCH at least 2-3 weeks after the end of your fundraiser with the principal, allowing time to finalize fundraiser.
 - For catalog fundraisers, it normally takes about a week or 2 for the suppliers to input the orders into their computer system and provide the reports needed to determine which students qualify to go on the limo ride to lunch and any other prizes associated with the fundraiser.
 - For in-hand fundraising program, make sure to forward King Fundraising your spreadsheet.
- The limo ride and lunch will normally be between 45 minutes to an hour long per group of students qualifying to go on the ride, depending on how far away the restaurant is from the school.
- As the fundraising chairperson, we recommend you plan on being at the school in the morning to provide all necessary communications and organizational materials to teachers like student lists for students qualifying to go on the limo to lunch.
- Week prior to the prize day (or at least a few days beforehand), provide the principal and teachers with a list of students who will be called out of class to go on the limo ride to lunch and an itinerary of events for the prize day (King Fundraising will help organize this list once you provide the chocolate checkout spreadsheet).
- Week prior to the prize day, send home permission slips to parents for those students qualifying to go on the limo ride to lunch.
- Recruit 4 to 5 parent volunteers or school personnel to help keep the students organized, the itinerary running smoothly, and support at the restaurant. The school will likely have a chaperone-to-student ratio as part of their school policies. Speak with your principal about these requirements so you have enough volunteers or school personnel available. There needs to be 2 chaperones in the limo per ride.
- Prior to the limo ride, explain to the volunteers the overall idea of the prize day and what roles you need them to fill before, during and after the party (i.e., "I need volunteers to help ride in the limo as chaperons, assist at the restaurant as students order food, help keep students organized and having fun, take photos and post to the school Facebook page, and clean up afterwards").
- Day before the limo ride, confirm with the principal that the school is ready for the limo to lunch ride.

Example Limo To Lunch Prize Day Itinerary

Time	Event	Comments
10:30am	Limousine arrives at school	
10:45am	Student group 1 leaves for lunch	16 students plus 2 adults
11:05am	Student group 2 leaves for lunch	16 students plus 2 adults
11:25am	Student group 3 leaves for lunch	17 students plus 2 adults
12pm	Student group 1 leaves to return to school	Allows group 1 an hour
12:15pm	Student group 2 leaves to return to school	Allows group 2 an hour
12:30pm	Student group 3 leaves to return to school	Allows group 3 an hour
1pm	All students should be back at school	

These times and number of rides will vary based on the number of students qualifying to go on the limo ride to lunch and the distance to the restaurant selected by the school.