

## PROCUREMENT TIPS

*Prepared by the Procurement Queen, Loraine Hoonhout*

*“Just ask.” If they say no—no big deal, at least you tried. If they say yes—great!*

1. RESTAURANTS: The best time to talk with managers of individual restaurants is on a Tuesday or Wednesday afternoon between 3 and 4 pm—after the lunch crowd and before the dinner crowd and this is best done in person. *For chains, check the list on the reverse before approaching corporate headquarters.*
2. MUSEUMS AND EDUCATION EXHIBITS. If the company is large enough to have a website, check there first for how to solicit complimentary tickets. The Aquarium of the Pacific, for example, is very particular about how you request a donation. If you have difficulty locating the right spot on the website, try searching community relations, public relations, public or community outreach.
3. KNOW YOUR CUSTOMER: Some businesses only like to receive solicitations through the mail, like Pasadena Playhouse, while for others it's best to walk in. Some small business owners are just too busy to respond to phone calls and mail—your best bet is to walk in. Bowling alleys—walk in. WalMart and others—find out the day and hours of the person in charge of charitable giving is working, then walk in during those times.
4. NAME OF PERSON IN CHARGE OF GIVING FOR MAILING: If you are mailing a request, always at least try to find out the person's name in charge of donating goods or services so you can send a personalized request. For example, the website for the Candlelight Dinner Theater in Claremont lists who to send the request to. If you're not sure, you may always call the business and ask a receptionist for a name and title.
5. SASE: Sometimes enclosing a self-addressed stamped envelope (SASE) makes it easier for the donor to pop something in the mail as a donation instead of putting it aside. For example, Aquarium of the Pacific requires a self addressed stamped envelope to send the school free tickets.
6. MAKING TIME: Go a little early, say an hour before picking up the kids from school if you don't work, and solicit business in the Pasadena area. Try exchanging baby-sitting with another mom if need be for soliciting time.
7. AT WORK: See if your business or boss or self can donate goods, trips or services or matching funds OR if he or she would like to attend.
8. Brainstorm what YOU would like to buy in all categories.
9. Make a list of businesses, services and trips and follow through methodically.
10. DIG OUT A PHONE BOOK: Go through a Pasadena phone book or a nearby one and target particular restaurants, businesses, services, etc.
11. FILL OUT THE DONATION FORMS and SASEs, if warranted, ahead of time to save time and be organized.
12. PICK A DAY OF THE WEEK: Set aside a day of the week to work on auction solicitation every week or every two weeks. Mark it on your calendar.
13. TREAT IT AS A JOB: You won't be disappointed since you'll be successful.
14. TALENTS: Make the most of your and/or your children's God-given talents—cooking, singing, tutoring, life guarding, wine-tasting, or whatever—and spread the joy.
15. PRAY: It works!

*The Auction Committee is handling the solicitation of corporations at the corporate headquarter level. Please do not mail solicitations to the following companies. You may (PLEASE DO!) go to individual stores of these companies and ask for donations that come from those stores rather than from corporate headquarters.*

Disneyland  
Universal Studios  
Knotts Berry Farm  
Six Flags Magic Mountain  
Raging Waters  
Jump and Jammin'  
AMF Bowling Centers  
Ultra Zone (laser tag)  
Lazer Star (laser tag)  
Regis Theaters  
AMC Theaters  
Edwards Theaters  
Krikorian Theaters  
Acapulco  
Applebee's  
Baja Fresh  
Buca di Beppo  
Burger King  
California Pizza Kitchen

Carls Jr.  
Carrow's  
Cheesecake Factory  
Chuck E. Cheese  
Cinnabon  
Coco's  
Corner Bakery  
Dave & Busters  
Del Taco  
Denny's  
Dominos Pizza  
El Pollo Loco  
IHOP  
In-N-Out  
Islands  
Jack in the Box  
Johnny Rockets  
Kentucky Fried Chicken  
Koo Koo Roo

Lawry's Restaurants  
Marie Callenders  
McDonalds  
Olive Garden  
Outback Steakhouse  
Panda Express  
Papa John's  
P F Chang's China Bistro  
Pizza Hut  
Quizno's  
Red Lobster  
Rubio's Baja Grill  
Ruth's Chris Steak House  
Soup Plantation  
Subway  
Taco Bell  
Tokyo Waco