



HOW TO ORGANIZE A MUSIC FOR FOOD CONCERT

What sets Music for Food apart is that all the funds we raise at concerts go directly to a local food pantry. This is an absolute commitment from which we shall never stray, and which we require all artists to follow. Identify a food pantry in your own community as the beneficiary of your performance.

HOW DO I FIND A PANTRY?

FIND A
PANTRY



<http://www.feedingamerica.org/find-your-local-foodbank/>

Feeding America is the leading hunger relief agency charity in the United States. The link above provides a state-by-state breakdown that lists the largest metro-area food pantries within that state.

www.foodpantries.org

What we like about this site is that it has compiled a comprehensive listing of food pantries of all sizes, big and small. Clicking on your state will provide a breakdown of pantries by city.

FIND A
VENUE



A Music for Food concert should occur in an intimate setting, strengthening the bond between the musicians and the audience. Find a venue that is willing to donate its space for the performance. When approaching venues, emphasize the fact that 100% of the funds collected at the concert will go to the designated pantry.

REGISTER



Once you have a pantry and venue selected and have decided on a program, register with Music for Food's home office in Boston. You can find the **Pre-Concert Registration form** at the bottom of this document. This important step helps us keep track of Music for Food performances across the country, and establishes a formal connection between our staff and resources and your event.

SPREAD
THE WORD



We will list your Music for Food event on our website and social media pages. We suggest issuing a press announcement to local media outlets at least 3 weeks prior to your event. The pantry you are partnering with should also promote the event through its own networks of communication. The MFF logo will be made available to you in a high-resolution image file once you have registered.

COLLECT DONATIONS



CHECKS All monetary donations pass through Music for Food's accounting system before being sent to the designated pantry. Therefore, all checks should be made out to Music for Food, with the designated pantry denoted in the memo line. Assure donors that 100% of their donations are going to the designated pantry and that Music for Food handles donations for accounting purposes. Donors will be issued a tax receipt by Music for Food.

CASH Donors who wish to receive tax acknowledgements for a cash donation should complete a "Cash Receipt Request" form. This form will be made available to you once you have registered.

Please take extra care when handling and keeping track of monetary donations. Remember that you and your volunteers are representing the integrity of Music for Food. The accurate and careful handling of donations and records ensures a smooth delivery process between our organization and the designated pantries.

COLLECT FOOD



If you plan to collect food donations at your event, check to see if the pantry with which you are partnering has specific rules or requirements.

ENGAGE YOUR AUDIENCE



Music for Food aims to raise not only funds but also awareness of the problem of hunger. Find time to inform your audience about the issues of hunger and food insecurity. Your pantry should provide statistics local to the community that you are both serving. A volunteer from the pantry should be present at the concert to total donations and share the number of meals created with your audience before the end of the concert.

POST-CONCERT

MAIL DONATIONS



All monetary donations, "Cash Receipt Request" forms, and additional donor information should be mailed to:

Music for Food
P. O. Box 590561
Newton Centre, MA 02459

Once the donations have been processed in our system, we will mail a check for the total amount to the designated pantry.



SHARE YOUR MUSIC FOR FOOD TESTIMONIAL

Last but certainly not least, we want to hear from you! Tell us about your event and share your particular Music for Food experience, comments, or feedback. Pictures and audio-visual components are welcome too! Send them by e-mail to

mff@musicforfood.net

or to the physical address above. With your permission, we will share your remarks or materials on our website.

Questions? Send an e-mail to mff@musicforfood.net

MUSIC FOR FOOD | P. O. Box 590561 | Newton Centre, MA 02459 | +1.857.269.5587



PRE-CONCERT REGISTRATION

Concert Date | Time _____

Organization Name [if applicable] _____

Artists _____

Website address _____

Primary Contact: Name _____

Phone _____

E-mail address _____

Concert Venue

Name | Organization _____

Address _____

Website address [if applicable] _____

Pantry Name _____

Primary Contact: Name _____

Phone _____

E-mail address _____



 All forms should be received at least one month prior to concert date. Please send an email with “MFF Concert Application” in the subject line and this form attached as a .pdf to mff@musicforfood.net or mail to:

Music for Food

P. O. Box 590561

Newton Centre, MA 02459

 Please attach any relevant program information.
Once registered, applications will receive further instructions and materials.

 *Questions?* Contact us at +1.857.269.5587, or email mff@musicforfood.net