

SOUPFEST

CHECKLIST

Item	Due Date	
Participant Agreement Form	Dec 24.24	
Two \$25 Gift Certificates	Dec 24.24	
City of Hamilton Public Health Services Form *****	Jan 25.24	
Copy of a Certificate of Insurance	Jan 25.24	

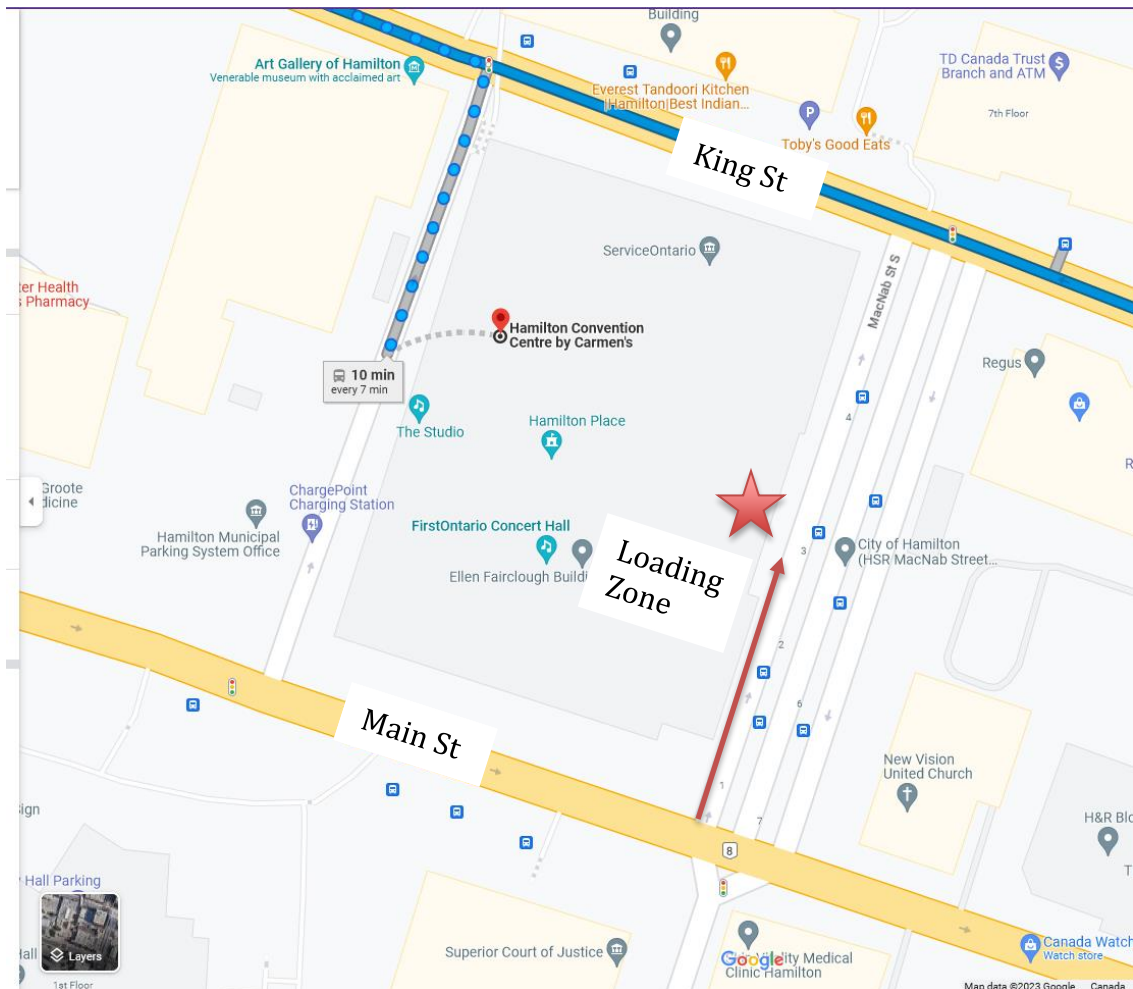
PRO-TIPS

- ✓ **Presentation of your booth is really important.** Participants have tough decisions to make. Whose soup will they try? That depends on who draws their attention.
- ✓ Do I really need to make a minimum of 175 liters? **Yes.** We have had restaurants run out of soup every year. If you do have left overs at the end of the event, use social media to let the community know that they can still try your featured soup in your restaurant. You may also donate to Living Rock.
- ✓ Use social media to get people to your booth. Let the community know that you are supporting youth-at-risk through your participation in this event.
- ✓ Hand out coupons or promos at your booth to maximize this advertising opportunity for your restaurant.

SOUPFEST

Check-list for Soupfest Deadlines

- Do you need any rental equipment? Please coordinate with rental company _____
- Do you need hydro for equipment to heat soup? If so, order by Jan 25.24 _____
- Send in completed health board form to julie@livingrock.ca by Jan 25.24 _____
- Ensure Living Rock has 2-\$25 gift cards for event promo as per agreement _____
- Set up time for load in Monday Feb 26th between 11am-6pm _____
- The loading zone is accessed on McNab between Main St & King St by the bus station**





Restaurant Master Check-list for Event Day

Display Items:

Two table clothes that are floor length that suit your décor _____
Signage recommended to promote your restaurant _____
Décor items that will draw people to your booth (see next page for ideas) _____

Soup & Service Related:

175 L of prepared soup that has been stored in food safe containers _____
All soup containers have lids and are marked with resto name _____
Garnishes for soup (if you are using) Each resto serves 1,000-2,000 on average _____
Soup ladles (have extras on hand in case any drop on the floor) _____
Probe thermometer _____
Hand soap _____
Paper towels for hand washing station _____
Water dispenser for hand washing station _____
Bus bin or bucket to collect grey water for hand washing station _____
What utensils do you need? I.e: tongs _____
Comfortable shoes _____
Staffing (two recommended during lunch & dinner service) _____
Promote on social media all your efforts investing in youth #Soupfest2024 _____
Submit tax receipt for all soup related supplies purchased to support this event _____



PARTICIPANT AGREEMENT FORM

*Restaurant Name- As you would like listed in the event program & all marketing ***

Contact Person and Position

Address

Email

Phone

Please ensure the restaurant name you provided is the complete title you would like to appear on all promotional material.

By signing below you are committing to making the 22nd Annual Soupfest a success by providing the following: minimum 175 L of soup, hand washing station, fire extinguisher, thermometer, two \$25 gift certificates, and decorations, signage and tablecloths for two 8ft tables. We strongly encourage restaurants to submit their soup type as soon as possible, as there will be a maximum of two of a similar kind allowed, on a first come-first serve basis.

Thank you for agreeing to be part of the #Soupfest2024 for Living Rock Ministries, an event to stir up support for youth-at-risk.

Authorizing Signature

Date