



Fundraiser Guidelines

Puerto Vallarta Fundraiser Event Guidelines

Thank you for choosing to partner with us for your fundraising event. We are proud to support local schools, organizations, teams and community groups. To help ensure a successful fundraiser, please review and follow the guidelines below.

Promotional Requirements

Your organization is responsible for promoting the fundraiser to maximize participation and fundraising success.

Fundraiser Flyer

A fundraiser flyer MUST be created and submitted for every event.

If your organization does not have the ability to create a flyer, our team can assist you.

A printed copy of the flyer must be delivered to the restaurant at least one (1) week prior to the fundraiser date so it can be displayed on our entrance door.

The flyer can also be submitted via the web link: PuertoVallartaCT.com/fundraiser or the QR Code, below.

The flyer can also be emailed to: Marketing@4BizGraphics.com

Once received, the event will be promoted on the Puerto Vallarta website and our social media channels.

Fundraiser Hours

All fundraisers will take place during the following hours: 3:00 PM – 10:00 PM

Donation & Check Distribution

Organization will receive 20% of proceeds during the hours of the fundraiser.

Donation checks will be made payable to the organization listed on the fundraiser request.

Checks will be available for pickup two (2) days after the fundraiser after 5:00 PM.

When picking up your donation check, please bring your completed Tax ID Form and a copy of your fundraiser flyer in order to receive the check after the event.

Important Notice

Organizations that do not provide their fundraiser flyer at least one week prior to the event for display at the restaurant or do not submit the flyer through the QR Code process will receive a flat donation of \$300, regardless of what the fundraiser generates.

We are happy to support your organization by opening our doors and hosting your event however, the success of the fundraiser depends on active promotion by your organization. Please be sure to share the event with your members, families, supporters, and community through email, social media, flyers, and other communication channels.

We look forward to partnering with you and helping make your fundraiser a success!

By scheduling a fundraiser with us, your organization acknowledges and agrees to the guidelines outlined above.

If you have any questions regarding your event, please feel free to reach out to the marketing company.

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