

Procurement Tips

“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—this is best done in person. *For chains, check the list 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. Usually under-community relations, public relations, public or community outreach.
3. **Small Business Owners** are usually too busy to respond to phone calls and mail—your best bet is to walk in. Bowling alleys—walk in. Wal-Mart 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. **Obtain the name of person in charge of donations.** 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. If you’re not sure, you may always call the business and ask a receptionist for a name and title.
5. **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.
6. **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.
7. **Brainstorm** what YOU would like to buy in all categories.
8. **Get out a phone book.** Go through a Pasadena phone book or a nearby one and make a list of restaurants, businesses, services, grocery stores etc.
9. **Talents.** Make the most of you and/or your children’s God-given talents—cooking, singing, tutoring, life guarding, wine-tasting, babysitting or whatever—and spread the joy.
10. **Pray. It works!**