



Eat Local Week Restaurant & Market Logistics



Thank you for participating in *Edible Austin* magazine's Eat Local Week!

The checklist below is for your use to make the week run smoothly and answer your questions about the logistics of Eat Local Week.

- Create an entrée / special with at least a primarily locally-sourced ingredient that you can identify, or choose locally-made market items

If you'd like help with ideas or sourcing, please contact Marla Camp from *Edible Austin* magazine or visit <http://www.edibleaustin.com> (resources page) for local resources.

- Receive Materials from *Edible Austin* magazine and YouthLaunch (this packet)
 - Urban Roots Brochures
 - Eat Local Week Promotional Cards
 - Eat Local Week Flyers
 - Tally Sheet (example)

- Receive Window Decals and *Edible Austin* magazine copies (delivered the week of 12/3/07 – 12/7/07)

All Eat Local Week Materials are also available as PDF downloads on the *Edible Austin* website.

- Promote / Advertise / Highlight your participation and the chosen entrée / special (however you want to do it)

We are here to help, so please feel free to contact us with questions or for ideas (contact info below).

- Check the Eat Local Week website frequently to see special Eat Local Week events (Events page) and updates on the Eat Local Week page.
- Tally the sales of your chosen entree / items (see attached Tally Sheet).
This is optional – you may track however works best for you, make a donation based on percentage of sales or simply make a donation.
- At the end of the event (which may be extended to the end of the month if desired), fill out the Tally Sheet with your donation amount and send with your check (payable to *YouthLaunch*) by January 7, 2008 to:
Edible Austin magazine; 1415 Newning Ave., Austin, Texas 78704

*Remember that both the restaurant and the market with the highest donation amounts will each get a free ¼ page ad in *Edible Austin* magazine!*

- Call us with questions and for anything you need in support of Eat Local Week.

Edible Austin
YouthLaunch (Urban Roots)

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