

### **1. IDENTIFY TYPE OF FOOD DRIVE**

Do you want to collect funds, food, or both? Do you want to focus on a healthy food drive? Do you want to only focus on toiletries, or diapers?

### **2. CHOOSE A LOCATION TO HOST YOUR FOOD DRIVE**

Your office building, place of worship or school is an obvious choice. But you could also do it as an event entrance incentive.

### **3. SET A TIME FRAME**

It could last several weeks, or just one day at an event.

### **4. PROMOTE!**

Send emails, post flyers, and make announcements to get the word out.