



Ronald McDonald  
House Charities®  
Memphis

# HOSTING AN EVENT

for the children and families of  
Ronald McDonald House® of Memphis

## BASIC REQUIREMENTS

- You must be 14 years of age or older to participate in group projects or special events at Ronald McDonald House® of Memphis. Groups and individuals under the age of 18 must have an adult with them.
- We appreciate you wanting to bring toys and favors for the children. Stuffed animals and used items cannot be accepted. Please do NOT bring latex balloons, bubbles, candles, knives, live plants, toy guns, water guns, chalk, glitter, or other unsafe materials. Please avoid items that are small enough to go into a child's mouth or anything with small, removable pieces. There must be toys or favors for all children in residence.
- Please remember that RMHC®-Memphis is a diverse home with different ethnic and religious backgrounds. Religious activities can only take place in the Meditation room.
- Due to patient confidentiality issues, your group may NOT take photographs or videos during the visit.
- Any person exposed to contagious diseases (chicken pox, shingles, hepatitis, measles, mumps, pink eye, etc.) in the past four weeks or who had flu-like symptoms (vomiting, rash, fever, diarrhea, etc.) in the past two weeks, or a fever of 100 degrees Fahrenheit on the day of the event is asked NOT to visit. For patients with weak immune systems, even a cold can be life-threatening.
- All groups are required to clean up after themselves. The space used should be returned to its original condition.

## [RMHC-MEMPHIS.ORG/VOLUNTEER](http://RMHC-MEMPHIS.ORG/VOLUNTEER)

Visit our website for more information and applications.



## HOST A MOVIE NIGHT



## ORGANIZE A GAME NIGHT



## PROVIDE A MEAL FOR THE FAMILIES



## HOST ARTS & CRAFTS ACTIVITIES



## CLEAN & DISINFECT TOYS



## MAKE GOODIE BAGS



## WISH LIST DRIVE



## REQUIREMENTS FOR GROUPS BRINGING MEALS

- Dinners can be served throughout the week and on weekends. Dinner can be served at 5pm, 5:30pm or 6pm.
- Breakfast and lunch can be served on weekends. On weekdays, most of our families are at the hospital receiving treatment. Breakfast should be served at 9am and lunch at noon or 1pm on the weekends.
- You may come as early as you need to set up and prepare the meal. Please provide a menu in advance of your event.
- Food **MUST** be prepared at Ronald McDonald House or in a licensed commercial kitchen. This also includes desserts. Food prepared in a licensed commercial kitchen can be accepted as long as the food is transported in heat or cold safe containers and if it's delivered as soon as it is prepared.
- The House has charcoal and gas grills which may be used if a group would like to do a cookout.
- The group should provide a well-balanced meal to include drinks and desserts. Groups are required to bring their own ice for beverages.
- Gloves must be worn at all times while preparing food. Gloves should be changed frequently and should be changed after handling raw meats.
- The group must provide all the paper plates, cups, and utensils for the families to use. This will cut down on the clean-up. If dishes are used and need washing, they must be hand-rinsed and run through the dishwasher. All dishes must go through the dishwasher for sanitary reasons.
- Please prepare enough food for 100-125 people.
- Meals may also be served in our outside covered Pavilion. There are refrigerators and a stove in the Pavilion as well.
- Groups are required to clean up after the meal. This includes wiping counters, washing dishes, putting supplies away, cleaning the grill, taking out the trash, sweeping and spot mopping the floors, and wiping down the dining room tables.



Volunteers who prepare food in Ali's Grill at Ronald McDonald House must read and follow the five key procedures to safer food from the World Health Organization (WHO)

**KEEP  
CLEAN**

**SEPARATE RAW AND  
COOKED**

**COOK  
THOROUGHLY**

**KEEP FOOD AT SAFE  
TEMPERATURES**

**USE SAFE WATER  
AND MATERIALS**

The details of these 5 procedures are available from the WHO in many different languages at the following site:

[WHO.INT/FOODSAFETY/PUBLICATIONS/CONSUMER/EN/5KEYS\\_EN.PDF](http://WHO.INT/FOODSAFETY/PUBLICATIONS/CONSUMER/EN/5KEYS_EN.PDF)

DATE .....

ORGANIZATION/SPONSOR .....

ADDRESS FOR CORRESPONDENCE .....

CITY/STATE/ZIP .....

CONTACT PERSON .....

PHONE ..... FAX .....

EMAIL .....

HAVE YOU DONE A SPECIAL EVENT AT RONALD MCDONALD HOUSE IN THE PAST  YES  NO

If yes, who was your contact? .....

NUMBER OF PEOPLE IN GROUP ..... AGE RANGE OF GROUP .....

EVENT NAME AND DESCRIPTION *If you are serving a meal, please include the menu you will be preparing to prevent duplication of meals throughout the week*

SUPPLIES PROVIDED BY GROUP

DATE(S) YOU WOULD LIKE TO HOST THIS EVENT  1<sup>ST</sup> CHOICE .....  2<sup>ND</sup> CHOICE .....

TIME OF PROGRAM & ESTIMATED LENGTH .....

SET-UP TIME REQUIRED  YES  NO  N/A *How much set-up time* .....

BREAKDOWN TIME REQUIRED  YES  NO  N/A *How much breakdown time* .....

ARRIVE IN COSTUME  YES  NO  N/A

BREAKS OUT OF COSTUME REQUIRED:  YES  NO  N/A

**I have read and understand the requirements for Special Events at Ronald McDonald House® of Memphis.**

SIGNATURE ..... DATE .....

Please return to: *Ronald McDonald House of Memphis*  
535 Alabama Avenue, Memphis, TN 38105  
Phone: (901) 529-4055 | Email: [volunteers@rmhc-memphis.org](mailto:volunteers@rmhc-memphis.org)



**On behalf of the families of  
Ronald McDonald House® of Memphis,  
we thank you for your support!**