



Food Drive Guide

Thank you so much for supporting our community through having a food drive for Wayside!

In this Guide, you will find all the resources you need to have a successful food drive.

FOOD DRIVE CHECKLIST:

Select a time & location to accept food:

When: Will people be able to drop-off food items any time of day, or would you prefer to have certain hours available for drop-off?

Where: Are you hosting the food drive at a common location or private business?

Who: Who can drop off food (just my office or can other people donate)?

Plan on how you will collect donations: Do you need to have boxes donated to pack food into for easy lifting and stacking? Tip: Larger grocery stores often carry banana boxes!

Once you've planned out your drive, start spreading the word: Download and use the resources linked below.

Holiday Wish List: Include this list in your outreach so people know what to donate

Poster: Just print and hang up these posters

Social Media Templates: Post on social media to help spread the word. Make sure to tag Wayside! @waysidefoodprograms

- [Facebook Event Banner](#)
- [Facebook/Instagram Post](#)
- [Instagram Story](#)

Food Drop-off Poster: Label your boxes so everyone knows where to donate

Schedule a time to drop off your donation: Your food drive is all wrapped up and it's time to get the food over to Wayside. Food donations can be received at our Warehouse during the following times:

Hours: Monday – Thursday 7:30 AM – 2:30 PM, Friday 7:30 AM – 12 PM

Location: 135 Walton Street, Portland, ME 04103 ([map](#))

Please feel free to call our office ahead of time to let us know you are coming!

Phone: 207 – 775 – 4939

Thank you so much for supporting our community!