

Proposed Timeline for D4A Events



**Start Time:** 6:30pm  
**End Time** 8:30pm

<u>Time</u>	<u>Activity</u>	<u>Comments</u>
6:15-6:30	Set up Time	Put out collateral, name tags, pens, sign-up sheet, donation basket and donation receipts
6:30-6:45	Guests Arrive/Sign in	Guests arrive, guide them to the signup table and food table to deposit their potluck items
6:45-6:55	Comments from D4A Representative	D4A as a venue to raise money for animal welfare
6:55-7:00	Comments from Rescue/Shelter Representative*	Who is the shelter, what do they do and where may tonight's donations be spent
	Host thanks the guests and points out donation basket	Welcome guests and share comments about their commitment to animal rescue and their support for the rescue recipient. Encourage guests to hold their own D4A events for a local shelter
7:00-7:05		
7:05-7:15	Group photo for D4A Website	
7:15-8:00	Dinner	Preparation
8:00-8:15	Play games	Dinner guests arrive; sign-in
	Host thanks guests, reminds them to take all their potluck items home with them and reminds donations	
8:20-8:30		

*\*The Shelter rep's speech is very important as it sets the tone for the night and also inspires (or un-inspires) people to make donations.*

*-Their speech needs to remain upbeat- talk about the positive aspects of what they do, pulling on heartstrings backfires when it comes to donations and sets a sad tone for the evening. The speech should be no more than 10 minutes long, stay on topic and hit these 3 areas: 1- tell a recent success story, 2- tell the audience what their money will go toward and 3-tell them how to get a hold of you for future donations. (The shelter should also bring receipts for anyone who wants them). And if you'd like them to bring an adoptable pet(s) to the event, I am sure they would be happy to be asked.*