



Hello, and thank you for your interest in hosting a D4A event.

Dining 4 Animals was established to help shelter animals find their forever homes. Across the world people get together for a variety of reasons, and spend time socializing with friends. Our idea is simple, *continue socializing with friends, but have the event at home, and do something special while you are together. Collect and Donate money to a local Animal Rescue Center.*

The host planning the event will choose the Animal Rescue of their choice, plan a potluck (if the event is at someone's home) and invite their animal loving friends.

Request that the guests donate the money that they would have spent on a night out.

At the end of the evening, the money collected will be sent to the rescue organization.

AS A HOST PLANNING A D4A EVENT, YOU WILL:

- Choose the Animal Rescue/Shelter you'd like to support
- Plan a potluck event
- Invite your animal loving friends
- Provide a place for the collection of donations- ex: basket or bowl (please have checks made out to Dining 4 Animals)

HERE'S HOW AN EVENT TYPICALLY RUNS:

**STEP 1** Once you decide to host an event, pick the date and select and contact a community animal rescue or shelter and let them know you'd like to host an event to raise funds for their shelter

The Rescue/shelter must commit to:

1. Sending a representative(s) to your event
2. Deliver a 5-6 minute speech (\*details below)
3. If you'd like, ask the shelter to bring an adoptable pet to the event- this could also be the basis of the speech

**STEP 2** Your date is picked your shelter is onboard and now it's time to invite as many people as you would like to the event at your home and send out your invites

### STEP 3 – PARTY TIME!

1. Put a donation basket on the table, visible to all
2. Put out the D4A signup sheet for anyone who would like to receive event information or host their own **(on our website)**
3. As soon as everyone arrives, make a 4-5 minute speech about Dining 4 Animals and what we do and encourage others to host events.
4. Ask the Rescue/Shelter to make a 5-6 minute speech (talking points are on our website, if needed)
5. After the speech, be sure to take a photo of the group, and we will post it on D4A's Facebook page

Before people start to leave, remind them to put their donation in the basket

After the event ends, count up the donations and let the rescue know the amount of money raises and that they will be receiving a check from Dining 4 Animals within the next 2 weeks.

Follow the instructions on Dining4Animals.com on where to mail the checks and how to upload a photo to our website.

I ask that you agree to the terms on our website. Consistency in these events is very important, so we can ensure that: we track donations, the D4A name maintains high standards of association and all events are recorded and posted through our social media networks so we can spread the word in the hopes of others hosting their own events.

Please do not hesitate to contact me if you have any questions.

Thanks again for helping make a difference in the lives our animals.

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