

# DOG'S DINNER Event Planning Tips

Dinner party planning is made easier when you take steps to organise and create a checklist for yourself. Here are some things to think about as you plan and execute your dinner:

Decide the theme and whether you wish to host a casual dinner party or a formal dinner. Who is the dinner party for? (work, friends, family, etc..) or even your dog friends?

Then.....

- Create guest list.
- Confirm a time and place.
- Send out invites

After you have decided the type of dinner party you'll be hosting and have a guest list, it's time to think about the food and decorations. These are some things you can do about a few weeks in advance.

- Create a menu.
- Make a shopping list.
- Plan a cooking schedule (what can be made ahead of time, what needs to be made on the day—unless you are following our Cheat's Tip!).
- Buy or borrow serving pieces, cutlery, plates & glasses.
- Select music.

With a couple of days to go & with your RSVP's received and numbers confirmed you can:

- Purchase non-perishable goods.
- Purchase the drinks you will be serving
- Decide on your party outfit.
- Begin a thorough housecleaning— don't forget to ask family members for help!

With only a day to go, don't forget to:

- Purchase remaining food items.
- Start preparing your recipes.
- Determine seating arrangements- if it is a formal event.
- Print place cards, if needed.

## Cheat's Tip!

Why not simply order a take-away, invite your guests and ask them for a donation?



## Hint!

You can turn any event into a Dogs Dinner... A coffee morning, a picnic, a B-B-Q, wine tasting or a tea party!

On the day of your event:

- Finish cleaning your house (or venue)
- Create your drinks area.
- Finish cooking.
- Organise your home/venue for the arrival of your guests.
- Take a break! Have a glass of wine!

And finally.....

- Get in the party mood!!

Don't forget to have fun and enjoy yourself now that your hard work is over.

**Bon Appetit!**

During the event don't forget to:

- Take lots of photographs.
- Hand out Support Dogs information leaflets & donation forms.

To raise even more funds for Support Dogs at your event you could also:

- Hold a raffle
- Charge your guests an extra fee to take part in a Fun Doggy Quiz.

Ask local shops if they will donate prizes for both of the above. We can provide you with an Official Letter of Authorisation from the charity to help!

After your hugely successful dinner:

- Email us your photographs at [fundraising@support-dogs.org.uk](mailto:fundraising@support-dogs.org.uk), we can add them to our Dogs Dinner Wall of Fame on our website.
- Collect your donations.
- Write thank you letters to your guests/companies who donated prizes and update them on how much money you raised.

And last but not least, put your feet up and relax, knowing that the money you have raised will make a real difference to the life of a disabled person who needs a Support Dog.



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