Party Animals

September 13, 2005

Dear Friend,

Thank you so much for being a host of the first-ever Party Animals event!

With your help, we hope to reach thousands of people with information on how we can all work together to save America's horses and to raise funds to support our direct lobbying and work to pass animal protection laws at the state and federal level for the Humane Society Legislative Fund.

Included in packet are materials for you to use during your party:

- **Sign in sheets**: Please register each guest that attends your party. If they choose to donate, write down the amount and circle whether they used a check or credit card online.
- **Receipts:** These are to be filled out and given to the guests who request one.
- **Call-in instructions**
- **Fundraising tips**
- **Wrap-up Sheet:** Please fill this out and return it in a secure envelope to: Humane Society Legislative Fund, 519 C Street, NE, Washington, DC 20002. Attn: Party Animals.

Once again, we sincerely thank you for your help in promoting this very important issue. Together we can work to create a more humane society for all creatures.

Sincerely,

Party Animals! Team

Party Animals!!! Campaign to End Horse Slaughter

Sign In Sheet

Name: _____ **Phone:** (_____) _____-_____ **E-mail:** _____	**Address:** _____ **City, State** _____, _____ **Zip** _____	**Payment $**_____ **Check / Credit / Online** **(circle)**
Name: _____ **Phone:** (_____) _____-_____ **E-mail:** _____	**Address:** _____ **City, State** _____, _____ **Zip** _____	**Payment $**_____ **Check / Credit / Online** **(circle)**
Name: _____ **Phone:** (_____) _____-_____ **E-mail:** _____	**Address:** _____ **City, State** _____, _____ **Zip** _____	**Payment $**_____ **Check / Credit / Online** **(circle)**
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Name: _____ **Phone:** (_____) _____-_____ **E-mail:** _____	**Address:** _____ **City, State** _____, _____ **Zip** _____	**Payment $**_____ **Check / Credit / Online** **(circle)**
Name: _____ **Phone:** (_____) _____-_____ **E-mail:** _____	**Address:** _____ **City, State** _____, _____ **Zip** _____	**Payment $**_____ **Check / Credit / Online** **(circle)**

Host Name: _____ **Date of Party:** _____ / _____ / _____

Thank you for your Donation!

Online / Check / Credit

$_____

Given to the Party Animals host on

____/____ 2005

Your donation will be used to help end the slaughter of horses.

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Online / Check / Credit

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____/____ 2005

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Party Animals Horse Party Dial-in Instructions
September 18, 2005 7:25 Eastern Time

***10 minutes before the simultaneous conference call begins at 7:30 ET please move your speaker phone to the center of your gathering or ask folks to gather near the phone.**

Dial 1-800-862-9098

A live operator will answer and ask for the conference ID, your name, location, and how many attendees you have at your party.

The conference ID name is
"Save Horses"

After the operator gathers your information you will placed you on hold with music briefly until the moderator opens up the conference call.

You will be on a muted line so you will not be heard.

The moderator will host the call and introduce the speakers.

The call should last about 20 – 25 minutes.

Fundraising Tips- Party Animals!

<u>On your personal Party Animals! web page – log in and manage your profile:</u>

Keep an eye on your fundraising goal:

-if you're a very close to reaching it, please considering raising it. Folks become more willing to contribute the closer you are to your goal the day of the party.

-if you're very far away from your goal only a few days out, and do not plan to make up the difference yourself or have an invitee who can, please lower your goal to something attainable.

Make sure you review your rsvp and invitee guest list a day or two before the party and send an email reminder out to folks on your list. ***If they made a pledge, ask them to fulfill it online through your web page if they cannot attend the party or to mail you their check.***

If anyone needs to mail you their donation ask them to do so to your house and **have checks made out to HSLF with Party Animals marked in the memo section**.

<u>At the start of your party:</u>

If possible, have your Party Animals! web page up on a computer at your party.

Assign someone to be your official "greeter" and ask that they get everyone to sign in on the "sign-in" sheet and collect their donation (cash or check) and put it in the return collection envelope.

The greeter should know what your party's fundraising goal is.

If someone wants to make their donation with a credit card at the party please log in on *your* Party Animals! web page and have them donate online at the party.

Give receipts to folks who request one, have greeter or host fill them out.

<u>Just after the Conference Call or at the mid-point of your party:</u>

Ask everyone to make sure they fulfill their pledged donation by giving your greeter their check or cash, or giving online at the party.

Give your guests an update on your goal and current total.

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At the closing of your party:

Make an announcement thanking everyone for supporting your party and the Humane Society Legislative Fund's important lobbying efforts on behalf of horses.

Give a fundraising goal update; if you're close but not quite there ask that everyone pitch in to help you reach it.

If you have made your goal CONGRATULATIONS!!!!!!!!!

Mail all paper checks or cash donations and your wrap-up sheet in a secure envelope to: Humane Society Legislative Fund, 519 C Street, NE, Washington, DC 20002, Attn: Party Animals.

THANK you all for being the first Party Animals! Hosts and being such wonderful activists!

Party Animals!!!
Campaign to End Horse Slaughter
Wrap-Up Sheet*

Party's Name: _____

Date: _____ /_____ / _____

Number of Guests who attended: _____

Total Contributions: $_____

Original Fundraising Goal: $_____

Passed out all materials? Y / N

Did you show video? Y / N

Are you interested in hosting again in the future? Y / N

Commments:

_____

_____

_____

_____

(Host) Name: _____

Address: _____

City, State Zip: _____

Phone: (_____) _____-_____

E-mail: _____

*Please complete and send with contributions in a secure envelope to: Humane Society Legislative Fund, 519 C Street, NE, Washington, DC 20002, Attn: Party Animals.