

Tips for Hosting a PAWS Pawty

- Decide what type of Pawty you would like to have (dinner, lunch, cocktail party, bbq, etc.)
- Pick a date and time and fill out the Pawty Host Information Page. We'll design your invites for you to send out (by e-mail or mail) and create a paypal link for your Pawty.
- Mail and/or email your invitations about two weeks before your PAWS Pawty. Invite up to three times the number of people that you would like to attend. You may include a donation envelope (will be provided) so that if someone is not able to attend they may still make a donation.
- You will be given brochures and posters ahead of time to display at your Pawty.
- Schedule in a brief presentation about PAWS during your event. If you have asked to have a PAWS representative there, they will give a brief talk about the program. The PAWS representative will make a donation request at this time. Donations, in envelopes, can be placed in a basket or bowl for the host to collect at the end of the night. We will send thank you notes to each person whose address is provided.
- After your PAWS Pawty, mail your donations/envelopes to The Albany Damien Center in the manila envelope we provided. You can also drop them off in person if you prefer.
- If you have any questions about your PAWS Pawty, please call Tim at 449-7119 x12. On behalf of each of our clients and their beloved pets, thank you for participating in Pawties for PAWS!

Tips for Hosting a Virtual Pawty

- Choose a name for your Pawty and a date (or date range) that the Pawty will happen virtually.
- E-mail – we will create an e-mail invitation with a PayPal link that you can send to your invitees.
- Facebook - go onto your profile page and click on Events. When the Create an Event window appears, enter in the Date and Time you plan to have your Virtual Pawty. Next to **What are you planning**, state that this is a virtual party for PAWS. Next to **More info**, be creative and state some information about the need for this Pawty. i.e. *PAWS NY Capital Region assists individuals and families living with HIV/AIDS in caring for their Pets. There are currently 38 people on the waiting list for PAWS Services. Please join me in support for this great cause. Below is a paypal link so that you can make a tax deductible donation. Thank you.*
- Next to Who's Invited, make sure there is a check next to Anyone can view and RSVP (public event)
- Be sure to message all your facebook friends the information about your virtual Pawty.
- A Paypal link will be provided for you to paste into your Facebook page as well as under the text where you enter more info inside the Create an Event page.
- Once the event is posted, periodically log onto your facebook page and send out blasts regarding your Pawty. Always include the paypal link The more you ask, the better the response will be!
- Your personalized paypal link can also be included in your outgoing e-mail messages. Send a blast to all your e-mail contacts!

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