

Dear Partier,

We, the Dramatic Adventure Theatre Team, are so excited you have considered throwing a party to spread knowledge of our work and to raise money to donate to our cause.

We would like to share some ideas with you about how to go about throwing the party. Keep in mind; the kind of party you throw is up to you. Here is a list of past party ideas, and feel free to add a new idea of a party that works for you.

Current Party Ideas:

1. **Guest Bartending:** Find a bar in your area that allows team members from non-profit organizations to bartend for the night and donate the tips to the group. If you live in a larger city, this one might work for you. It doesn't take a lot of planning. Call around and find the bar, make fliers, shake some drinks, pour some beer and collect the tips.
2. **House Party:** Invite friends over to raise money for the cause. This one could be done a few different ways.
 - a. You could invite friends and family over, charging a small fee at the door. (We recommend \$10, but consider the group and charge what would be appropriate.)
 - b. Another idea is to throw the party and at some point, perhaps after reading our "party letter", discuss the idea of donating. One option for this would be for you and your party members to decide the total you want to raise. You could try to be "Good Samaritans" or "Roadside Angels", for example, putting your money together to pay one lump sum.
 - c. A "donation party" is also a good option. This party would be great for a BYOB (Bring Your Own Beverage) or a Potluck dinner.
3. **Donation Venue:** Get an outside venue donated to host the party. Ask local businesses for donations; grocery stores, restaurants, DJ's, or liquor stores, local groups could even sponsor it by donating the soda or fliers. Charge a flat fee to attend the party. (We recommend \$15 to \$20 depending on what you get donated.) This one is very flexible. If you live in a warm climate, you might be able to use a park pavilion or another outside space. This is a good type of party to have a silent auction or a \$1 to \$5 raffle on donated items. Talk to local artists about what your doing and about DAT. They may create a one of a kind painting or sculpture for you to auction.

Don't forget, this party is yours; these are just some ideas to get you started. Please feel free to come up with new ideas, and let us know when you're successful so we can share the ideas with more partiers.

A donor page is located at the top of our website. All donations, fiscal or material, will be recognized. Our readers will have access to links donor's websites, so mention that when you ask for a donation.

Get Started:

1. Choose the type of party you want to have.
2. Choose the location.
3. Choose the date.
4. Print the flyers and spread the word.
5. Tell us the date and all the info so we can post it on our website and Myspace page and we'll try to make it if we're near by.

6. Have a great time!

Things to remember about your party:

1. Take lots of photos to send us; we will put photos from every party on the website. For smaller parties, try to take a group photo; for larger parties, it might be nice to take photos of people participating in different events and activities from the party.
2. Remember to read our letter. If you let us know, we could even write something specific for your group. We are grateful for you and your friends, family and community for supporting us and we want them to know it!
3. Come up with a NAME for your group of partiers; "Concord Cares", "Mary's Party People", "Kathleen's Krazy Friends" are some examples. Your group will be recognized on our donor page as well.

Donations:

Make checks out to "The Field"* and write "Dramatic Adventure Theatre" on the memo line.

Send Donations to:
Dramatic Adventure Theatre
608 West 140th Street, 44
New York, NY 10031
USA

* The Field is a not-for-profit, tax-exempt, 501(c)(3) organization serving the New York City performing arts community. Contributions made to The Field and earmarked for "Dramatic Adventure Theatre" are tax deductible to the extent allowed by law. For more information about The Field contact: The Field, 161 6th Avenue, New York NY 10013, (212) 691-6969, fax: (212) 255-2053, www.thefield.org. email: info@thefield.org. A copy of The field's latest annual report may be obtained, upon request, from The Field or from the Office of the Attorney General, Charities Bureau, 120 Broadway, New York, NY 10271.