



# **Sea Turtle House Parties:**

## **A Step-by-Step Plan for the Perfect Party**

# Welcome Hosts!

Dear Future Party Host,

We are excited to announce a new opportunity for you to help sea turtles and get involved with Sea Turtle Conservancy by hosting your own sea turtle-themed House Party!

So what is a House Party? To raise awareness and get members more involved, STC created the House Party program to provide sea turtle enthusiasts like you with a customizable, party planning toolkit centered on the conservation of sea turtles and their habitats. The goal of these parties is to raise awareness about sea turtles and teach others about actions they can take to help these endangered reptiles survive.

You are invited to become a House Party Host and tell your family, friends, neighbors and colleagues why sea turtle conservation is important to you. Using this House Party Toolkit, you can customize your own sea turtle-themed party and get ideas to engage guests in sea turtle conservation.

Don't know what kind of party to throw? The Toolkit has ideas for different types of parties, each with themes and activities to entertain guests throughout the event. The Toolkit also includes suggestions for topics of conversation, fundraising ideas, and even recipes for sea turtle-shaped baked goods. For sea turtle information, you can peruse our website, [www.conserveturtles.org](http://www.conserveturtles.org), and download fact sheets for each species to share with your guests. You can also print a list of things anyone can do to help sea turtles.

Whether you use the Toolkit or not to design your perfect party, we encourage you to give a Toast for Turtles (found inside) and send us the feedback form to help us improve the Toolkit to meet your needs. When you return your feedback form, you will be entered in a drawing to receive a STC prize. We also suggest that you encourage your guests to sign up to receive Sea Turtle Talk – a monthly e-newsletter featuring sea turtle news and more opportunities to get involved.

You are invited to look through this Toolkit and explore the possibilities for hosting your own Sea Turtle House Party for your friends and family. And don't forget that we're here to help. Let us know how we can help you plan the perfect party by e-mailing me at [rocio@conserveturtles.org](mailto:rocio@conserveturtles.org) or by calling 352-373-6441. Thank you for your interest in supporting sea turtle conservation!

Best regards,



Rocio Johnson  
Marketing and Communications Coordinator

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# Toolkit Instructions

This toolkit provides step by step instructions for hosting a house party. These parties are held to raise awareness for sea turtles and support Sea Turtle Conservancy. Our goal is to provide an opportunity to learn about sea turtles and celebrate over 50 years of sea turtle conservation. Here is what you will find included in the toolkit.

1. Formal Invitation: An “easy to use” invitation, where you just need to fill in the lines with the appropriate details for your party. If it’s an informal setting we encourage you to send e-mails, make phone calls or use other means of communication to invite guests.
2. Toast for Turtles: This toast should be recited at your event. Whether you want to toast with champagne or water is up to you, but we encourage you to toast at every event to honor sea turtles and reinforce the purpose of the gathering.
- 3 Fundraising Ideas and Methods: Fundraising is an essential tool used to protect sea turtles. This page has fundraising ideas and methods we encourage you to employ to directly support our cause.
4. Party Themes: This is your opportunity to be creative with the event. Feel free to choose from any of these suggestions or create your own. They are arranged from easiest to most difficult. Each theme suggestion includes a short description and specific details to help you host a successful party.
5. Activities, Crafts, & Recipes: Entertaining has many different components including activities, crafts and recipes. We have included links on [www.conserveturtles.org](http://www.conserveturtles.org) for coloring sheets, cross-words, mazes and other activities that can be downloaded and printed at home.
6. Checklist: When it gets closer to the party, you will need to prepare the details for the event. We have included a checklist of tasks to complete before, during and after the event.
7. Agenda Timeline: To keep track of time and make sure everything is running smoothly, the toolkit includes a sample party agenda to help you with the timing of the event.
8. Guest Forms: The guest registration will help with thank you letters and provide a way for you to contact them for the next party! Have guests complete the e-mail registration form if interested in receiving more information about STC and sea turtles.
9. Feedback Forms: STC would like to receive feedback about the event pertaining to the success of the party and areas we can improve our efforts.
10. Have an amazing party!!

# Giving Back

By reading through this House Party Toolkit, you are taking a step toward making a difference for sea turtles and their habitats. For over 50 years, STC has researched these endangered reptiles with the goal of learning more about their biology and finding conservation solutions to help their populations rebound to healthy numbers. Your interest in protecting sea turtles and STC's work is an essential element in achieving that goal. It is because of supporters like you that STC is ready for the next five decades of sea turtle conservation.

While House Parties are designed to raise awareness and tell others about sea turtle conservation, it is also a great opportunity to ask your guests to make a donation to support your cause. Included on the next page is a list of fundraising ideas that will maximize your and your party guests' contributions to sea turtles. While raising money is the way to continue our programmatic work, there are other ways for you, your family and friends to make a difference for sea turtles.

For example:

- Host a House Party!
- Sign-up to receive e-mail updates and then forward the updates to 5 new people each month.
- If you like public speaking, coordinate a sea turtle presentation at your local library, community center or school to tell people in your area about the importance of sea turtles.
- Download the GoodSearch toolbar for your Internet browser and help raise money for STC with every search. Plus, GoodSearch partners with hundreds of online stores to give you additional coupons and donations with your online purchases.
- If you have a blog or website, add a link to STC and tell others why you support sea turtles. If you have a profile on Facebook, add Sea Turtle Conservancy to your Fan Pages or look for us in the Causes application. STC is even on Twitter under Tour de Turtles!

# Fundraising Ideas

For more than 50 years, STC has worked to restore vital sea turtle populations and habitats throughout the Caribbean and along the U.S. Atlantic Coast through research, education and advocacy. To help us continue our mission for the next five decades, we encourage to try one of these fundraising activities at your next House Party:

**Adoption** - by adopting a turtle, you or your guests are becoming members of STC. Membership benefits include: a personalized adoption certificate featuring a picture of an endangered turtle, a STC decal, a colorful magnet, a Sea Turtle Conservation Guide, and an annual subscription STC's award-winning annual newsletter, the Velador.

**Adoption Station:** To encourage your guest to browse through STC's web site and easily adopt a turtle, set up an adoption station using a computer and logging on to [www.Conserveturtles.org](http://www.Conserveturtles.org). This is an opportunity for guest to learn more about STC, look at the turtles being tracked online, and adopt one of these turtles using a secure form.

**Adoption Brochures:** By visiting the House Party web page, you can purchase a House Party Kit that includes adoption brochures, stickers and a sample adoption kit for your guests to see. You can also download adoption forms on STC's web site that your guest can return by mail at their convenience.

**Donations** - this is a great way to support sea turtle conservation. Here are some ways to ask guest to give:

**Suggested Donation-** you can ask guests to make a donation for any amount when they arrive, similar to some museums and charity events. Tell them why you support sea turtles and explain how their contribution will be used to support this cause. You can also ask guest to bring a donation for a designated amount (such as \$10 or \$15 per person) when you send out the invitations. This may be suggested in lieu of a traditional host/hostess gift.

**Donation Jar** - you can also set up a table with information and a donation jar where people can insert money. Get creative with your jar and try to grab your guests' attention by using a fish bowl or something in the shape of a turtle!

**Games** - Host parties centered around games with cash prizes. This can easily be accomplished with a poker game or board game competitions. Ask guest for an amount to enter the game and choose a percentage of the winnings to donate. This way, guest will have the opportunity to win a prize and support sea turtles too.

**Raffle/Auction** - Host a charity auction at your event by asking local businesses to donate merchandise and services to support sea turtles. You can set up a table with multiple items and ask guest to place bids on their favorites. You can also create a gift basket and have guest purchase raffle tickets for their chance to win the item.

**How to submit your donation-** All checks should be made out to STC and mailed to: Sea Turtle Conservancy, 4424 NW 13th Street, Ste. B-11, Gainesville, FL 32609. You can also log on to [www.Conserveturtles.org](http://www.Conserveturtles.org) to make your donation online. Please do not send cash. If you have any questions about fundraising or sending donations please call us at 352-373-6441.

# Party Themes

STC has come up with 7 themes to help you get started.

Game  
Night

Pot Luck

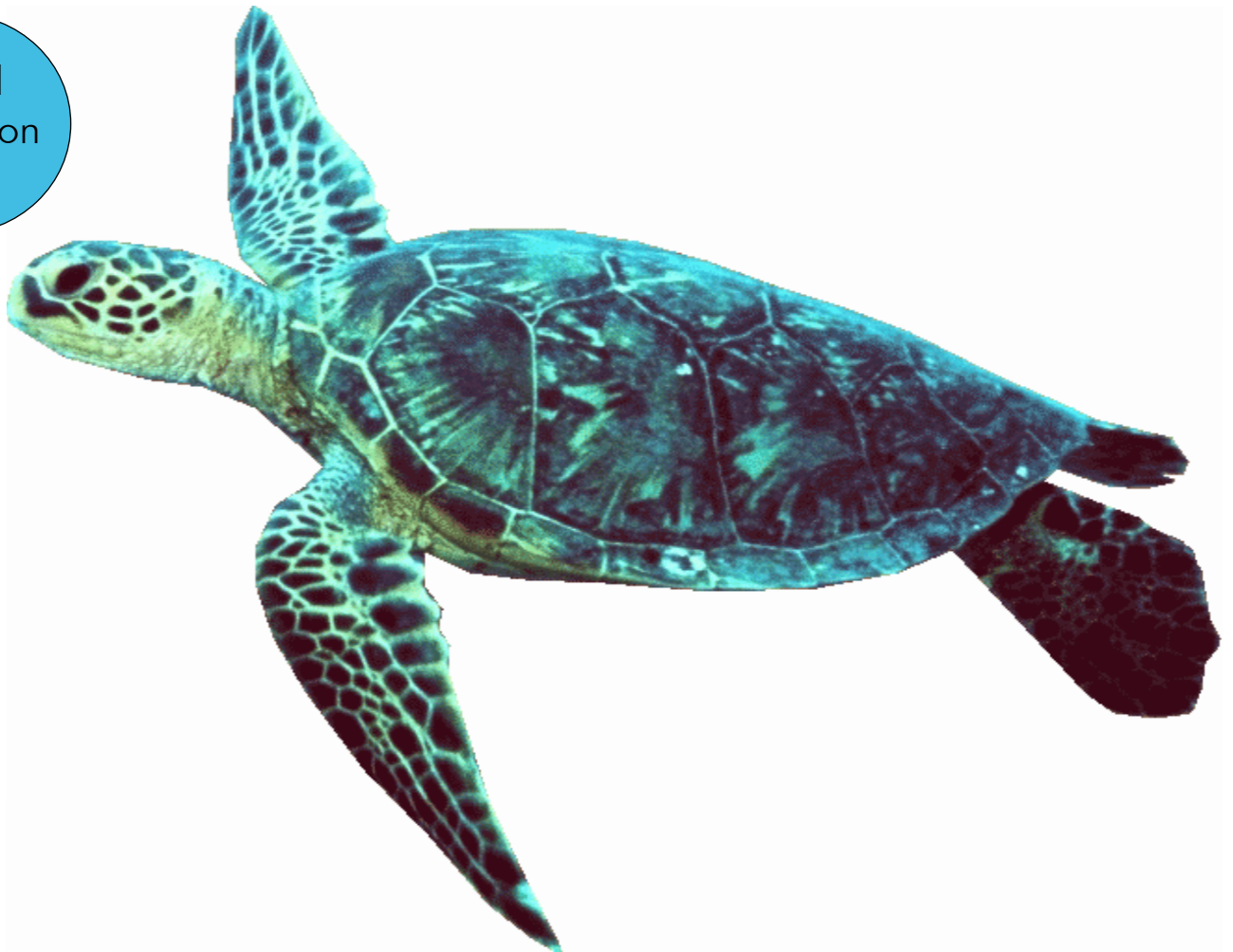
Book  
Talk

Spa  
Night





Turtle  
Fun Kids  
Party

Cocktail  
Social

Travel  
Expedition



# Party Theme Ideas

Amount of time involved	Difficulty
	Easy
	Fairly Easy
	Moderate
	Hard

## Pot Luck

Invite friends, family, and neighbors to a party at your house where each person will be asked to bring their favorite dish or appetizer. This way guests can sample all types of food and you do not have to provide everything. Guests can mingle and get to know each other and exchange recipes from the food they made. You can even choose a theme for your food, like Mexican or Asian.

## Turtle Fun Kids Party

These parties are geared toward children and are a fun, educational way to teach children on why sea turtles are important. In the “Fun Turtle Activities” pages, there are ideas for sea turtle-themed foods, arts, craft ideas and games. Incorporate some of these activities in any party where children are invited.

## Game Night

Invite friends, family members, neighbors, or colleagues over for a poker night. Guests can drink, relax, and get to know each other, while playing a fun board and card games, like poker. If you play for real money, you can collect proceeds as a donation for Sea Turtle Conservancy.

## Book Talk

This type of party can be a one time event or a weekly book club meeting. At these meetings friends can choose a book to read such as Archie Carr's, *The Windward Road* and other books involving sea turtles and the environment. Each week the group can get together to talk about the chapters of the book they read during the past week. The party can be hosted at someone's house, a coffee shop, or any location you choose. Food and drinks may be served as well as any other items you deem necessary. Book clubs provide a great means for people to learn about important issues and talk with others about their thoughts and opinions.



# Party Theme Ideas

## Spa Night



This is a chance for a relaxing night in. Everyone can get together to enjoy a night at the spa while still at home. Manicures, pedicures, facials, salt scrubs and more can be provided for a chance for everyone to relax and enjoy themselves. Pamphlets can be placed around the house for guests to learn about sea turtles and STC.

## Cocktail Social



This is a nice event where guests will be invited to wear cocktail attire for a Gala-style evening. The night will include music, dancing, drinks, and appetizers.

## Travel Expedition



These parties would be based on areas of the world where turtles are located. Places such as Costa Rica, Panama, Florida, as well as other location where turtles frequently nest. Food, music, and decorations from the culture can be displayed. A description can be provided of the location as well as how these areas protect (or don't protect) sea turtles. Guests may even want to dress up for this event.

These are just a few party ideas for your next House Party. Please feel free to get creative and host any kind of event that will benefit sea turtles!

# Pot Luck

Invite guests to a party at your house and ask each person to bring their favorite dish or appetizer. This way guests can sample a variety of food. At the pot luck, guests can mingle and get to know each other and even exchange recipes from the food they made.

Recommended attendees: 8-12

Duration: 2 hours

Materials:

- Drinks
- Utensils (plates, napkins, forks, knives, cups etc.)
- Plastic or glass champagne flutes & sparkling cider
- Tables and chairs

Activities:

- Turtle-themed charades
- Sea turtle quiz

Topics of Discussion:

- Threat of sea turtle consumption
- Sustainable seafood: <http://www.montereybayaquarium.org/or/seafoodwatch.aspx>

Toast for Turtles:

- See page 19

Wrap Up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

Other Ideas:

- Bake turtle-inspired treats
- Cook together with guests

Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members of STC
- Ask guest to collect all their spare change and collect it in a "Pot" to bring sea turtles "Luck"

# Game Night

Invite friends, family member, neighbors, or colleagues over for a game night. Guests can drink, relax, and have fun while playing games including cards, poker, or board games. If you play any game for money, the proceeds of the night can be donated back to STC.

Recommended attendees: 10-15 per table

Duration: 3 hours

## Materials:

- Drinks
- Snacks
- Cards
- Poker chips
- Table and chairs
- Board Games
- Plastic or glass champagne flutes & sparkling cider

## Activities:

- Poker: hold 'em, stud, or draw
- Board Games
- Outdoor Activities: Volleyball, Basketball, Soccer, Badminton, and more

## Topics of Discussion:

- Sea turtle trivia
- Create your own sea turtle board game

## Toast for Turtles:

- See page 19

## Wrap Up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

## Other Ideas:

- Casino Night
- Weekend Game Day: Outdoor games with neighbors, friends, and family members

## Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members of STC
- Charge guests a fee to play each game

# Book Talk

This type of party can be organized as weekly book meeting or a one time gathering. You and your guest can choose a book, such as Archie Carr's The Windward Road or other books involving sea turtles and the environment. The group can get together to discuss the sea turtle issues highlighted in the book. The party can be hosted at someone's house, at the library or local coffee shop. Book clubs are a great way for engage people to learn more about sea turtle issues.

Recommended attendees: 10

Duration: 2-3 hours

Materials:

- Books (The Windward Road, The Man Who Saved Sea Turtles, Sea Turtles: A complete Guide to Their Biology, Behavior, and Conservation)
- Plastic or glass champagne flutes & sparkling cider
- Refreshments are optional

Activities:

- Discuss the sea turtle issues presented in each book
- Compare past methods of conservation with those used today
- Write questions for quest to answer

Topics of Discussion:

- Evolution of sea turtle biology
- Archie Carr's influence on sea turtles
- Fun facts about sea turtles

Toast for Turtles:

- See page 19

Wrap up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

Other Ideas:

- Crossword Puzzles
- Quizzes

Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members of STC
- Ask guest to buy their turtle books from STC's online gift shop, as profits from the sale support sea turtles

# Spa Night

This is a chance for a relaxing night. Everyone can get together to enjoy a night at the “spa” while still at home. Manicures, pedicures, facials, scrubs and other spa activities give guests a chance to pamper themselves, while learning about sea turtles.

Recommended attendance: 5-10 people

Duration: 2 hours

## Materials:

- Soaking tubs (Tip: for easy clean up, line bins with plastic bags)
- Epsom salt or bath salts
- Nails files, clippers and polish
- Exfoliating scrubs, lotions
- Spa music and candles
- Towels, cotton balls, tissue
- Plastic or glass champagne flutes & sparkling cider

## Activities:

### Pedicure:

- Begin by soaking feet for 10 minutes in Epsom salt or bath salts
- Clip nails to desired length
- Use a foot scrub or lotion on your feet
- Paint toenails with the nail polish color of your choice
- Apply a clear topcoat to add shine and protect the color

### Manicure:

- Repeat above steps on your hands

## Topics of Discussion:

- Lotions, cosmetics, and other items made from sea turtles

## Toast for Turtles:

- See page 19

## Wrap up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

## Other ideas:

- Beauty facials

## Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members of STC
- Create a spa basket with beauty products and auction at the end of evening

# Travel Expedition

Travel to where turtles nest, either virtually or physically. If you live near a beach, you and your guests can plan a field trip to the beach to learn more about turtles in their natural habitat. Pack a picnic, participate in a clean up, or just enjoy beautiful surroundings while talking turtle. Can't make it to the beach? Host a virtual field trip from your computer by logging on to [www.tourdeturtles.org](http://www.tourdeturtles.org) to see where satellite-tracked turtles are traveling. Guests can learn more about turtles while following their migrations in real time.

Recommended attendees: 15-20 for virtual trip, 5-8 for a beach expedition

Duration: 2-3 hours

Materials:

- A computer
- Appetizers and drinks
- Plastic or glass champagne flutes & cider

Activities:

- Board games/card games
- Dress up in beach-themed outfit
- Guess how far each turtle has traveled

Topics of Discussion:

- Importance of keeping beaches clean
- The recent oil spill and its effects on sea turtle migration

Toast for Turtles:

- See page 19

Wrap up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

Other ideas:

- Prepare tropical-themed meals

Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members
- Consider attending this year's Tour de Turtles in Melbourne Beach, Florida

# Cocktail Social

This is a nice event where guests will be invited to wear cocktail attire for a social gathering. The night will include music, dancing, drinks, and appetizers. This will be a nice evening for friends and family to dress up and get together for a night out.

Recommended attendees: 10-50

Duration: 2-3 hours

Materials:

- Venue
- Music (DJ, live band or stereo)
- Tables and chairs
- Decorations (table cloths, centerpieces, etc.)
- Food (appetizers)
- Drinks (Painted Turtle Wine)
- Utensils (plates, napkins, silverware, cups and glasses)
- Champagne glasses

Activities:

- Music and dancing

Topics of Discussion:

- History of STC (see fact sheet)
- Dr. Archie Carr
- Evolution of Sea Turtle Conservation

Toast for Turtles:

- See page 19

Wrap up:

- Thank guests
- Collect donations
- Ask to sign-up for e-mail updates

Other ideas:

- Sit down, formal dinner

Fundraising Suggestion:

- Set up an adoption station and encourage guest to become members of STC
- Charge a cover fee for guest or set up a silent auction with donated merchandise or services

# Fun Turtle Activities

## Track the Sea Turtles

Sea Turtle Conservancy has an online tracking program where you can follow sea turtles during their migration. Guests can choose their favorite turtle and see where the turtles is headed. You can even encourage guest to learn more about geography of the turtle's travels.

## Material Decay in Ocean Timeline

You can create a bulletin board to look like the ocean and then create a timeline by adding pieces of materials so kids can see how long it takes for trash to decay in the ocean. Everything that gets thrown into the ocean takes time to decay and this can show kids how bad it is for the environment and the animals to have trash in the ocean.

- Paper towels: 2-4 weeks
- Newspaper: 6 weeks
- Apple core: 2 months
- Cardboard box: 2 months
- Plastic bag: 1-20 years
- Foam plastic cup: 50 years
- Aluminum can: 200 years
- Plastic beverage holder (rings): 400 years
- Disposable diaper: 450 years
- Plastic bottle: 450 years
- Monofilament fishing line: 600 years

## "Ping" your way through the derelict boat maze

In the past, ships had a hard time navigating through the ocean due to debris and other materials blocking their way. Now sonar systems allow ships to navigate through the ocean easier. This activity allows kids to experience the sound waves that "ping" off items.

Procedure:

1. Mark off boundaries, a room about the size of 1/2 a basketball court will be sufficient space. There is a dock at one side of the room (start) and one at the opposite end (finish).
2. One child is the navigating boat and the others are underwater hazards such as sunken oil rigs, abandoned boats, and other objects.
3. Rules:
  - a. Navigating boat: Eyes shut. No running. Walk slowly with hands in front. Listen to surroundings.
  - b. Underwater hazards: Eyes open. (Once spot is chosen no moving. Must reply to all emitted "ping" with "pong"
  - c. All students are quiet except for "ping" and "pong"
4. Start: the navigating boat stands with eyes closed. The underwater hazards stand in a spot and do not move.
5. With eyes shut, the navigating boat maneuvers through the underwater hazards without running into them.
6. While moving the boat calls "ping" and all underwater hazards within arms length must reply "pong"
7. Should the boat bump into an underwater hazard, the navigating boat then becomes a hazard.
8. Another child then becomes the navigating boat and tries to maneuver his or her way around.
9. The course is successfully completed if the navigating boat travels from start to finish without bumping into any hazardous materials.



# Fun Turtle Activities

## Sea Turtle Marionette

### Materials:

- 1 small clear plastic bottle
- Colored tissue paper
- 4 clear plastic spoons
- 1 makeup wedge sponge
- Spray paint, any color
- Clear fishing line
- 2 popsicle sticks
- Box cutter
- Glue

### Instructions:

1. Remove the label, cap, plastic ring neck and any remaining adhesive from the bottle
2. Cut the thin end of the makeup sponge rounded to create a sea turtle head
3. Spray paint the makeup sponge and let dry
4. Lay the bottle on a flat surface. Using the box cutter, make two slits on each side of the bottle. The slits should be approximately  $\frac{1}{2}$  an inch in length and each slit should be approximately 1 inch apart. There should be four slits total to create the flippers. CAUTION: kids make sure your parents do this part!
5. Tear the colored tissue paper into small strips and stuff the pieces of tissue paper inside the bottle
6. Break off the bottom portion of each spoon handle
7. Insert the end of the spoons, facing down, into the slits created on the sides of the turtle to create the flippers
8. Create small divots on each end of the popsicle stick to hold the fishing line in place
9. Glue the popsicle sticks together at the center to form a cross
10. Take the fishing line and cut it into four equal size pieces
11. Tie the fishing line to each edge of the popsicle sticks
12. Then match each to each spoon, tying the fishing line to the spoons making sure the strings are taught once all of them are tied to the spoons
13. Insert the spray painted makeup sponge in the opening of the bottle

## Jellyfish Windsock

1. Take two clear kitchen trash bags, crumple one of the bags into a ball and stuff it into the corner of the other bag.
2. Tape around the bottom of the ball to form a neck.
3. Cut part of the trash bag hanging down into long strips to make tentacles.
4. Push a string through the neck of the jellyfish and tie the two ends together to make a hanger for the windsock.
5. To make fish to get caught in the tentacles cut two identical shapes from clear contact paper.
6. Peel the backing off one shape and decorate with colored tissue paper
7. Cut out an eye and add a pupil.
8. Cover the decorated fish with the other piece on contact paper.
9. Staple the fish to the tentacle.

# Fun Turtle Activities

## Turtle-themed Foods

### Sea Turtle Ice Cream Cake (Martha Stewart)

#### Materials:

- 3 1/2 quarts mint-chocolate-chip ice cream
- Vanilla Bowl Cake
- 1 large scoop chocolate ice cream
- 2 small round white candies, such as Mentos and M&Ms, for decorating
- Black licorice laces, for decorating
- 4 chocolate-mint wafer cookies (1 1/2-inch round), for decorating

#### Directions:

1. Line a rimmed baking sheet with plastic wrap. Scoop out 2 1/2 quarts mint-chocolate-chip ice cream (about thirty-five 1 1/2-ounce scoops), and place on prepared baking sheet; refreeze for at least 45 minutes.
2. Meanwhile, soften remaining 1 quart mint-chocolate-chip ice cream; set aside. Line a 12-cup bowl with plastic wrap; freeze briefly, then fill with the scoops of ice cream, rounded side down, to extend beyond rim (fill in gaps with extra).
3. Place cake, flat-side up, over ice cream scoops, then spread softened mint-chocolate-chip ice cream on top using an offset spatula. Cover with plastic wrap, and refreeze for at least 4 hours.
4. Unmold ice cream cake onto a serving platter. Using a 2 1/2-ounce ice cream scoop, carve a niche into the edge of the turtle shell; nestle a scoop of chocolate ice cream into niche for the head. Decorate head using white candy for the eyes and black licorice for the mouth and nose. Tuck chocolate-mint wafers under cake for feet. Serve immediately.

### Sea Turtle cookies – use cookie cutters

- <http://homeschooling.about.com/od/unitssubjsci/qt/turtlerecipe.htm>

### Sea turtle bread

- <http://familyfun.go.com/arts-and-crafts/cutpaste/feature/famf38foodart/famf38foodart4.html>

### Sand Cups:

#### Ingredients:

- 2 C. milk
- 1 small package of vanilla pudding mix
- 8-oz. tub of whipped topping
- 1 box vanilla wafers

#### Directions:

1. Pour 2 C. milk into a large bowl.
2. Add pudding mix and beat until blended.
3. Let stand 5 minutes.
4. Stir in whipped topping and half a package of crushed vanilla wafers.
5. Place 1 T. of crushed cookies into each clear plastic cup.
6. Fill cups  $\frac{3}{4}$  full with pudding mixture.
7. Top with remaining crushed wafers.
8. Refrigerate for 1 hour.

# Toolkit Accessories

## Party Timeline

- Suggested schedule of activities during a typical house party

## Reminder Checklist

- Use this list, and add new items, to help you organize your house party

## Toast for Turtles

- Use this poem or write your own and gather guest to make a toast in honor of sea turtles

## Invitation Template

- Print or e-mail this invitation to guests and match the House Party themes

## Guest Information

- Use this form to collect guest information for thank you cards or future House Party invitations

## E-mail Registration

- Use this form to collect guest e-mails and help STC reach more turtle fans by asking guest to sign up to receive monthly e-mail turtle updates

## Feedback Survey

- Help STC improve your House Party experience by filling out the feedback survey. Hosts who complete the survey will be entered to win a STC prize. Share your success stories and pictures with us. These and newsletter email sign up sheets can be send to:

Sea Turtle Conservancy, attn: Rocio Johnson,  
4424 NW 13th St, Ste. B-11, Gainesville, FL 32609

or via e-mail to [rocio@conserveturtles.org](mailto:rocio@conserveturtles.org). Thank you!

# Party Timeline

Event Duration 2 1/2 hours:

Timing

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Meet and Greet <ul style="list-style-type: none"><li>• Consider an ice breaker activity</li><li>• Serve drinks and/or food</li></ul>  | 30 minutes      |
| <input type="checkbox"/> Guests registration <ul style="list-style-type: none"><li>• Encourage guests to sign up for STC's e-newsletter</li><li>• Gather contact info for thank-you cards</li></ul>  | 15 minutes      |
| <input type="checkbox"/> Sea Turtle Presentation <ul style="list-style-type: none"><li>• Explain why you support sea turtles</li><li>• Give guests an overview about sea turtles</li><li>• Tell them more about STC's work</li><li>• Encourage them to visit the website; <a href="http://www.Conserveturtles.org">www.Conserveturtles.org</a></li></ul> | 20 minutes      |
| <input type="checkbox"/> Serve main course and/or begin activities   | 1 - 1 1/2 hours |
| <input type="checkbox"/> Toast to Turtles  | 5 minutes       |
| <input type="checkbox"/> Closing reminder to sign-up or adopt  | 5 minutes       |

Don't forget to take pictures throughout the entire event and e-mail them to [newsletter@Conserveturtles.org](mailto:newsletter@Conserveturtles.org).

# Reminder Checklist

## Before Event

- Decide type of party
- Create a guest list (friends, family, neighbors, colleagues, etc)
- Choose a location (home, office, library meeting rooms, etc)
- Determine entertainment
  - Music (DJ, band, or stereo)
  - Sea turtle movies
- Book entertainment (if applicable to your party)
- Create a list of people to invite
- Fill out and mail invitations two weeks before your event
- If the party is open to other area members or fans remember to register your event online
- Select menu and buy ingredients (appetizers, entrees, desserts, cocktails, water, etc.)
- Choose games and activities
- Make or buy decorations (flowers, candles, confetti, tablecloths, sign, etc)
- Buy necessary utensils (plates, napkins, cups, and silverware)
- Write presentation about sea turtles or print information from STC's website for guests

## Day of Event

- Review RSVP list and confirm attendance count
- Prepare the food, drinks and desserts
- Decorate the site of event
- Set out drinks and food
  - make sure the drinks are on ice or in a refrigerator
  - make sure the food is heated to the food-safe temperature
- Set up activities and games
- Display information materials and provide e-mail registration form
  - Consider including a donation jar at the information table
  - Or set up a computer logged on to STC's website: [www.Conserveturtles.org](http://www.Conserveturtles.org)
- Check charge or batteries on camera

## After Event

- Collect guests addresses, phone numbers, e-mails, and any donations
- Send thank you notes to guests for attending
- Send e-mails, donations, stories and pictures to STC
- Begin preparing your next sea turtle party!

# Toast for Turtles

Here's a toast to the turtles,

The majestic creatures that inhabit the shores.

The marine life ambassadors.

Those in the future and those in the past.

Those that are endangered and those that have passed.

Those that are protected and those that struggle.

For the ones that migrate and the ones that reside.

For the hopes of longevity and more little turtles one day.

For all the dependable sea turtles. We support you.

Cheers!!

# You're Invited!

Sea turtles have inhabited Earth since the time of the dinosaurs, but today they are in danger of extinction. Let's unite to increase awareness, celebrate these amazing creatures and toast to their continued survival!

Join us on for a celebration of sea turtles. There will be friends, festivities and fun all in support of Sea Turtle Conservancy.

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Host: \_\_\_\_\_

Please RSVP to: \_\_\_\_\_

by: \_\_\_\_\_

at: \_\_\_\_\_

\_\_\_\_\_









# Feedback Survey

1. How did you hear about the house party toolkit? \_\_\_\_\_

2. Was the party planning process easy to understand? Yes or No

3. Did you find the toolkit helpful in planning your party? Yes or No

4. Was the toolkit easy to read and navigate? Yes or No

5. Did the toolkit include everything you needed to throw a party? Yes or No

6. Did you have enough sea turtle information to share with guests? Yes or No

7. Were you able to raise funds through your house party? Yes or No

8. Were the fundraising ideas helpful? Yes or No

9. Were party ideas were creative and helpful? Yes or No

10. Did the games and activities included interest you and your guests? Yes or No

11. Was there anything the Toolkit did not include that you would like to see added? Yes or No

a. If Yes what? \_\_\_\_\_

12. Overall, were you satisfied with the toolkit? Yes or No

13. Do you have any suggestions to improve the house parties and toolkit? Yes or No

a. If yes, please share \_\_\_\_\_

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