

WATCH D.O.G.S. Pizza Night (PN)					
When: Late Aug - Early Sept or anytime to start your WD Program					
Time: Tues or Thurs 6 - 7 pm ideal					
Checklist	Activity	Files to Modify on CD	Responsibility	How Many	Breakdown
1 Month Before					
	Do Register for 7 Steps/Pizza Night(PN) conference call with the WATCH D.O.G.S. office to prepare for your launch event.	www.fathers.com/watchdogs	WD Team		
	Do Reserve cafeteria or gymnasium for PN		WD School Rep		
	Do Reserve Technology equipment as needed (quality microphone and sound system, dvd player, LCD projector, music to play during the event, digital camera)		WD School Rep		
	Do Plan for a different location for students during presentation and what activity will they do.		TD Coordinator		Invite a local sorority or fraternity, civic club to support this activity time with the students.
	Do Plan to secure a speaker for the presentation.		TD Coordinator		Local or National WATCH D.O.G.S. Team member
	Call setup 4-6 fathers to support WD Program as the 'Top Dog' Team members.		TD Coordinator	one per grade level or 1 per 100 students	pre-purchase WD t-shirts and Caps for Coordinators
	Do Promotion of the PN	See Catalog for Pizza Night Promotion Banner	WD Team		Art Class makes Posters, Email, Blast Fax, School/PTA Newsletter, Website, Back to School Night, Marquee, Banner, Phone Call Tree, Automated Phone Service, Ask local employer to paycheck stuff reminder, Local business outdoor signs, Interview on a local radio or tv station
2 Weeks Before					
	Do Plan simple activity for dads and kids	See Activity files on the Forms CD	TD Coordinator		Question sheet
	Call Local Media for positive story about school father involvement	Pizza Night Media Release.doc	WD Team		Newspaper, Television and Radio. Please forward copies of any media published or aired to the WD Office
	Call to Invite other school's/district's administrators to attend / learn about the WD Program	Pizza Night Media Release.doc	WD Team		
	Do Make copies of WD PN Invite and Send home (Remind all students that they are invited to attend with Dads, Step-Dads, Granddads, Uncles, a Big Brother or male role model in their life/even another student's family)	Pizza Night Invite.doc	TD Team		The Top Dog Team should handout the Invitations in-person. They could wear the WD t-shirt and their child could wear the youth t-shirt. RSVP slips are to be turned into the office.
1 Week Before					
	Call to Negotiate the order for Pizza (Pepperoni Only \$4-\$5 per pizza max.)	Pizza Night Donation Request Letter.doc	TD Team	2-3 pieces per attendee	Pepperoni only to speed up the line (peel off Pepperoni to make cheese) ask pizza place to provide napkins and plates for FREE
	Call to Order Drinks	Pizza Night Donation Request Letter.doc	TD Team	1 beverage per attendee	single serving cans or bottles preferred
	Call for Drink Coolers		TD Team		
	Call for and to Collect Door Prizes	Pizza Night Donation Request Letter.doc	TD Team and Volunteers	minimum 5-10	You only need 1-2 every 5 minutes for the first half an hour.
	Call to Organize Volunteers		TD Team	10	Teachers, Parents, High School Students in service clubs (i.e. National Honor Society mbrs.)
	Do Make copies of WD PN Invite Reminder and sort them according to the individual teacher and class size.	Pizza Night Reminder Invite.doc	TD Team		Additional ideas for Pizza Night reminders are on the Forms CD
	Do Initial RSVP count		TD Team		
	Do setup Database of the RSVPs	WD Contact List.xls	TD Team		
	Do Make copies of WD Registration Form to be completed by men at PN	WD Reg Form .doc	TD Team		
	Do Make copies and cut Signup Reminder notes for Calendars	WD Calendar Signup Reminder.pdf	TD Team		cutout "I signed up to be a WD on "
	Do setup and make copies of PN Thank You Signup Reminder to be handed out at the end of the evening.	Pizza Night Thank You Order Form.doc	TD Team		

1 Day Before					
Do Print the Database for Signup Table (print 3 copies)			TD Team		If you can wait until the morning of the event, more RSVPs will be turned in for you to input data.
Call to Finalize Pizza Order (may have to call again the day of to increase the order) (announcement made at the school for final RSVPs)			WD School Rep		
Do Send home the PN Reminder Invite / or print mailing labels and stick to each student.	Pizza Night Reminder Invite.doc		TD Team		Have a Pep Rally the day of the Pizza Night. Bring in the local college or high school cheerleaders.
Do Buy Plates & Napkins (unless provided by pizza provider)			TD Team		
Day of by 2:00 pm					
Do Send home with the K-5 student a reminder (see Forms CD or purchase the WATCH D.O.G.S. Rubber Stamp from the catalog)	Pizza Night Reminder Student Dog Tag.doc or Pizza Night Reminder Student Label.doc		WD School Rep		
Do Cut Check for Pizza (add a tip amount for the delivery person)			TD Coor		
Do setup Drinks on Ice			TD Team		
Day of by 5:30 pm					
Do Buy and Distribute WD T-Shirt and / or Caps to the 4-6 'Top Dog' Team members. (Kids t-shirts for Top Dogs)			TD Coor		
Do setup students K-8 activity area to be used at 6:40 pm	See Activity files on the Forms CD		Volunteers		
Do setup Tables and Trash Cans	Pizza Night Table Setup.pdf		TD Team and Volunteers		
Do setup Ice and Cups if needed			Volunteers		
Do setup / work Printed Database for attendance confirmation (2-3 copies of the list are needed to move the line quickly)			Volunteers		
Do setup / work Door Prize Tickets (use tickets with numbers so they do not have to fill out a form.)			Volunteers		box, bowl or basket is helpful for the drawing
Do setup / work WD Registration Form (regular and / or background check form)	WD Reg Form.doc		Volunteers		This form is for the school only. It does not need to be sent to WATCH DOGS corporate office
Do setup / work table for WD T-shirt sales or handouts to registered and authorized WDs ONLY	Pizza Night Thank You Order Form.doc		Volunteers		T-shirts can only be sold at Pizza Nights that DO NOT have a background check. use order form and collect \$ in advance
Do setup / work Master Calendar, Markers and Reminder Notes (X out the dates for NO School and the days prior to the first WD Day)	Pizza Night Master Calendar Setup.pdf		TD Team		
Do setup Technology			WD School Rep		
Day of by 5:40 pm					
Do Receive / setup Pizza			Volunteers		
Do setup Napkins and Plates (after pizza delivery)			Volunteers		provided by pizza delivery
Day of at 6:00 PM					
Do have an announcer for the evening on the events taking place. (door prizes, activities, etc.)			TD Coordinator		If all the tables and seats are packed with dads/kids by 6 pm, you may want to just deliver plates, napkins, pizza, pop to the tables with the volunteers. The new people arriving would go through the line.
Do Assist with Serving of Pizza (remove empty boxes)			Volunteers		
Do Start the Pizza line for Dads and Kids to serve themselves (announce # of slices per person)			Volunteers		
Do Confirm Administration and Media Attendance	Pizza Night Media Release.doc		TD Coordinator		Provide the attendee with the Media Release. Please have your interviews focus on your school and dads. Let the Media Release be the tool to talk about the WATCH D.O.G.S. Organization.
Do start announcing Door Prize winning numbers every 5 minutes while pizza is being served and while dads are eating with their children.					

Day of at 6:30 PM				
Do Play WD Promo Video from the WD DVD (prior to starting the video, have the Principal quiet the students)			TD Coordinator	
Do Move Signup Calendar, Markers and Reminder Notes near the exit door			TD Team	
Day of at 6:40 PM				
Do have the students K-8 exit the room with volunteers to the activity area. Grades 9-12 may stay with their fathers.			Volunteers	
Do Principal greets the fathers and introduces the speaker	WD Present Outline.doc or .pdf		Principal/ Coordinator	
Day of at 6:55 PM				
Do have Fathers exit through one door to pick up their child. (This ensures that the dads will walk by the calendar to sign up)			Top Dogs	Position your Top Dogs to block any room exits that would not allow the dads to walk by the calendar.
Do have Top Dogs handout the Pizza Night Thank You Reminder as the fathers exit the building with their child.	Pizza Night Thank You Order Form.doc		Top Dogs	Have Top Dogs positioned at each of the building exits to personally hand a copy of this form to each dad whether they have signed up or not.
After Event				
Do Trash and Clean Up duty			WD Team and Volunteers	
Do Inventory Shirts, Caps and money collected (Prep to email total # of shirts to be ordered with WATCH D.O.G.S. Once the order is shipped, an invoice will sent to the school for a single payment to be made.)	Access Master Order Form.xls on the WD Catalog Resource web page		TD Coordinator	
Do Organize "Top Dog" Coordinator and Team to support database updates and calendar confirmations			TD Coordinator	
Do Send out Thank You Notes to door prize donors	Pizza Night Donation Thank You Letter.doc		TD Coordinator	
Email a copy of the Contact List to WATCH D.O.G.S. so each potential WatchDOG can receive a personal email from WATCH D.O.G.S. showing appreciation for their attendance.	WD Contact List.xls		TD Coordinator	
Examples of Door Prizes		What Type	Contact	
Product Example	tickets, gift certificate, etc.	Joe Smith		
Carwash Tokens				
Oil Change / Tire Service Center Rotation and Balance				
Movie Theater tickets				
College or Professional Sports Tickets				
Rounds of Golf				
Roller Skating / Bowling Passes				
Restaurant / Hotel Gift Certificates				
Corporate \$ for purchased prizes or promo items				