A playful group activity, Puppies & Ice Cream is an unexpected, out-of-the-ordinary meeting break that reduces stress while giving back to the community—guaranteed to leave your attendees saying “WOW!”

Begin with these pre-planning steps:

- Determine if the hotel will allow animals on the property. If so, an outside space with a nearby entrance is ideal, but establish a Plan B location in case of rain.

- Ask the hotel Events Manager for help finding your puppy partner, and request a list of no-kill animal shelters such as ASPCA or Abandoned Pet Rescue.

- Consider presenting a donation check to the shelter during the event in exchange for their time.

- Plan your ice cream menu with the hotel catering department.

- Schedule a hotel walk-through with shelter volunteers the day before the activity. Request that puppies and volunteers arrive at least 30 minutes early the day of the event to set up.

- Make parking arrangements for all volunteers prior to the walk-through and event. Have parking validation vouchers and gratuity ready to go to minimize confusion on where to park.

- Prepare for the activity to last about 30 minutes, bring a camera and have fun!

Keep in mind, the unexpected can occur when dealing with these little guys so follow all steps to best prepare yourself.