

INSTRUCTION SHEET FOR SPRING- FLING ADOPTION EVENT AT THE CASA

- Date:** Sat. – MARCH 6, 2010 – 10:00 AM – 3:00 PM
*This event is intended to be rain or shine, HOWEVER, if weather is a concern on the date of event, call the event Contact – Cindy at 602-882-6285.
- Contact:** Cindy – 602-882-6285(cell) or Val 602-340-0415 (cell)
- Location:** Franciscan Renewal Center (The Casa)
5802 E. Lincoln Dr. - Scottsdale
- Set Up Time & Info.** **We Will Have Early SET UP ON FRIDAY MARCH 5TH from 4:00 -6:00 p.m. If you cannot set up at that time you will need to arrive at 8:30 am On Sat. March 6th.**
- Check in with a PACC911 representative when you arrive to receive your space assignment and map.**
- Resources Needed:** **Groups need to provide tables and tarps for shade. You can bring 2- 10 x 10 tarps for shade and put them front to back for extra shade, or back to back depending on your location.**
- CASA Will Provide:** 2 chairs for your group
Water hoses available for water for the animals
- Parking:** Parking areas will be indicated on the map. Groups may drive on the back road to unload and then park in the area indicated on the map (Far north side to allow front parking for guests attending the event)
- Event Time:** **Open to public 10:00 – 3:00-**
- Other Event Details:** You may sell products and have donation jars .We also suggest putting bandanas on all animals up for adoption to help identify them.
- ALL ANIMALS ATTENDING THE EVENT MUST BE SPAYED OR NEUTERED THERE IS NO EXCEPTION TO THIS RULE. IF IT COMES TO THE ATTENTION OF PACC911 THAT YOUR GROUP HAS BROUGHT AN UNALTERED ANIMAL TO THIS EVENT, IT CAN RESULT IN EXPULSION FROM PACC911.**
- Amenities Available:** Water and “comfort” stations will be provided for animals. Restrooms are on site for the public.
- A BELL will be set up for ringing when each adoption occurs. Please be sure to send someone up to ring the Bell... Petco will be giving away goodies . BE SURE TO SEND SOMEONE UP TO RING THE BELL!**
- There will be a sound system set up for announcements and for featuring spotlight of animals. You will be given a spotlight form to fill out when you arrive for setup and will be collected by a PACC911 board member

Food:

There will be a grille with food for sale, including veggie burgers, hot dogs, burgers, chips and drinks. & Cookies. You are also welcome to bring your own food.

Clean up Time:

Please do not begin clean up until 3:00

Thank you and here's to a great Adoption Day for the Animals!