

ANTHEM INSTRUCTIONS 1/14/2023

Arrival Time:

Arrival time starts at 7 am and ends at 9:15 am. Please do your best to arrive in the time slot you signed up for on Signup Genius. Those of you signed up in the later time slots, please make sure you that have given yourself enough time to unload, park your vehicle in the designated area and be set up by 9:30 am.

SET UP INFORMATION

At Anthem, you can **NOT** drive up to your space. Everything is hauled in from the parking lot. If you have carts or wagons, I highly suggest you bring them. We will have some volunteers, but please have your own helpers as well.

You will be greeted at the entrance and asked to circle the entire parking lot to get in line to unload. See my beautifully designed maps for visual enjoyment! If you only have animals to deliver or just a few items, you will be allowed to pull into the designated TEMPORARY parking. Once you are unloaded, we ask that you move your vehicle to the south parking lot down by the soccer/baseball fields. Please be honest and **DON'T BE A PARKING POOPER!!**

UNLOADING

ALWAYS PULL UP PARALLEL TO THE SIDEWALK FOR UNLOADING & LOADING – DO NOT PULL HEADFIRST INTO A PARKING SPACE.

The goal is to quickly unload your vehicle and move it out of the way so the next group can pull up. Therefore, do NOT take your items to your space and start setting up, thus leaving your vehicle blocking the next person trying to pull up.

So here are your options:

1. If your booth space is close, quickly take your items to your space. Drop off and come right back to move your car!
2. Utilize the volunteers to carry your items to your booth space while you go park your car. They will be instructed to only deliver your items, not start setting up for you. They need to come back to help the next group.
3. Have your own volunteers there to help you unload & deliver items to your booth space while you go park your car.

DO NOT leave your items in the middle of the sidewalk in the way!

PARKING -- VERY IMPORTANT – DIFFERENT FROM PRIOR YEARS! PLEASE READ!!

Once you have unloaded your vehicle of equipment and animals, you will be REQUIRED to move your vehicle to the **designated parking lot** down on **Gavilan Peak Parkway and Venture, south of the event area.**

You and each and every one of your volunteers or co-workers need to park in the designated parking area.

In prior years, we were able to park across the street in the shopping center. This shopping center has added a building, increased tenants and decreased the available parking. We are asking that you **NOT** park there.

Designated Parking Area: Please park in the adjacent parking lot down the street. (See my “beautifully designed maps” to guide you!) If you don’t have many items to carry or perhaps have a cart, you can park down there at your arrival and bring your items with you. There is a very nice sidewalk back to the event area.

Only people with handicaps that requested special parking (in advance), will be allowed to park in the lot right next to the event. That lot is reserved for the people wanting to adopt your animals and purchase your products.

END OF DAY, LOADING UP TO GO HOME

We need to respect our hosts and the public and hold the event according to advertised times. Please do not start tearing down, lowering your tents, until 3:00PM! (unless you have made prior arrangements with me to leave early.).

Break down your booth BEFORE going to get your vehicle. You WILL NOT be allowed to start lining up your vehicles at 2:30, 2:45 or even 3:00 pm. None of your vehicles should even be coming into the parking lot until 3:15 pm (unless you've made prior arrangements with Robin or Mark.). Remember, asking us to work with you in advance makes for a better working relationship.

Just like you did in the morning, circle the parking lot and park parallel to the curb. Have your volunteers bring your items to the curb. Please try to be respectful of all your friends also trying to load their items. Do your best to NOT block the sidewalk!

DO NOT drop off your items on the sidewalk, in everyone's way, and then go get your car. That's just rude!

THE EVENT AREA

All space numbers will be marked on the grass. Remember, there is supposed to be 3ft of cleared area between booth spaces (unless you have a double booth space). This 3ft variance is per fire code. So please do not store items in that 3 ft area along the sides of your booth space. We plan to allow you a 5-6 ft **SHARED** space between you and the booth BEHIND you for storing items.

You are responsible for bringing everything you need for your booth: EZ-ups, tables, crates, chairs and water bowls for animals. There will be water for your animals on the truck attached to the PACC911 trailer parked in the parking lot. Someone will be at the truck to assist you or find Mark or I for assistance.

All of your EZ-ups MUST be tied or weighted down. We will be walking around checking. Anthem is often windy and we don't need a flying tent to injure someone.

All animals must have shade and water! If you need an easy up, please contact Robin (in advance) at 602-501-1844 and she will beg, borrow or steal one for you!

OTHER IMPORTANT DETAILS

You may sell products with the exception of food or beverages including water. You can have a donation jar. Raffles are not allowed. PACC911 will have raffles baskets at this event.

ADOPTIONS

When you have an adoption, please bring the animal and adopter to the PACC911 booth for a free adoption bag from Pet Supplies Plus.

SPOTLIGHT FORMS

If you would like to have your animal "spotlighted", please complete the spotlight form and bring to the MC by the PACC911 booth. Spotlights give you opportunity to tell a pets special story and help promote adoptions.

BE KIND

Please set expectations with your volunteers. PACC911 puts these events on for YOU free of charge. We do television and radio ads promoting the event. We bring in outside volunteers and our own volunteers to help with the event.

Please treat our volunteers with respect at all times. Please respect our rules. Please respect the venue AND MOST OF ALL RESPECT YOUR FELLOW RESCUERS YOU ALL DESERVE IT.

BE RESPONSIBLE

We have some mothers and daughters that volunteer at set up and break down. We LOVE them, they are so happy to do this work. However we know that especially the daughters would prefer to play with the animals than anything else. There is a time for that AFTER set up. More importantly DO NOT hand a leash over to them unless you are there to supervise. DO NOT let them walk away with that dog. They are not experienced rescue dog handlers. If something goes wrong and the dog gets loose or a human or another animal is injured, it is on your rescue.

DOG MANAGEMENT 101

We ask that you limit the number of LARGE dogs that you bring to this and every PACC911 event. A reasonable number of large dogs for a 10x20 space is no more than 6 no more than 8 if you have enough volunteers. We recommend a ratio of one volunteer for every two large dogs. This is in the interest of safety for the dogs and the general public.

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

ALL DOGS MUST HAVE A MARTINGALE COLLAR, SLIP LEAD OR SECURE HARNESS ON TO KEEP THEM SAFE. WE EXPECT ALL DOGS WILL BE HANDLED BY VOLUNTEERS THAT UNDERSTAND THE RESPONSIBILITY ASSOCIATED WITH MANAGING A RESCUE DOG IN A PUBLIC SETTING.

PLEASE DO NOT LET YOUR RESCUE DOG GO NOSE TO NOSE WITH ANOTHER DOG WITHOUT CAREFULLY OBSERVING THE INTERACTION AND BE PREPARED TO MANAGE THEM!

PLEASE DO NOT BRING A DOG THAT "MAY" BITE A STRANGER UNLESS YOU HAVE THEM IN A CRATE OR ON A LEASH WITH A VOLUNTEER MONITORING THEM AT ALL TIMES. PLEASE DO NOT BRING DOGS THAT ARE HIGHLY REACTIVE AND OUT OF CONTROL.

PLEASE DO NOT BRING A DOG THAT IS A FLIGHT RISK UNLESS YOU HAVE A DOG-SAVVY VOLUNTEER MANAGING THEM ON A ONE-ON-ONE BASIS.

PLEASE REPORT ALL BITE INCIDENTS TO PACC911. WE MUST COMPLETE AN INCIDENT REPORT!

THANK YOU AND HAVE A GREAT ADOPTION DAY!!