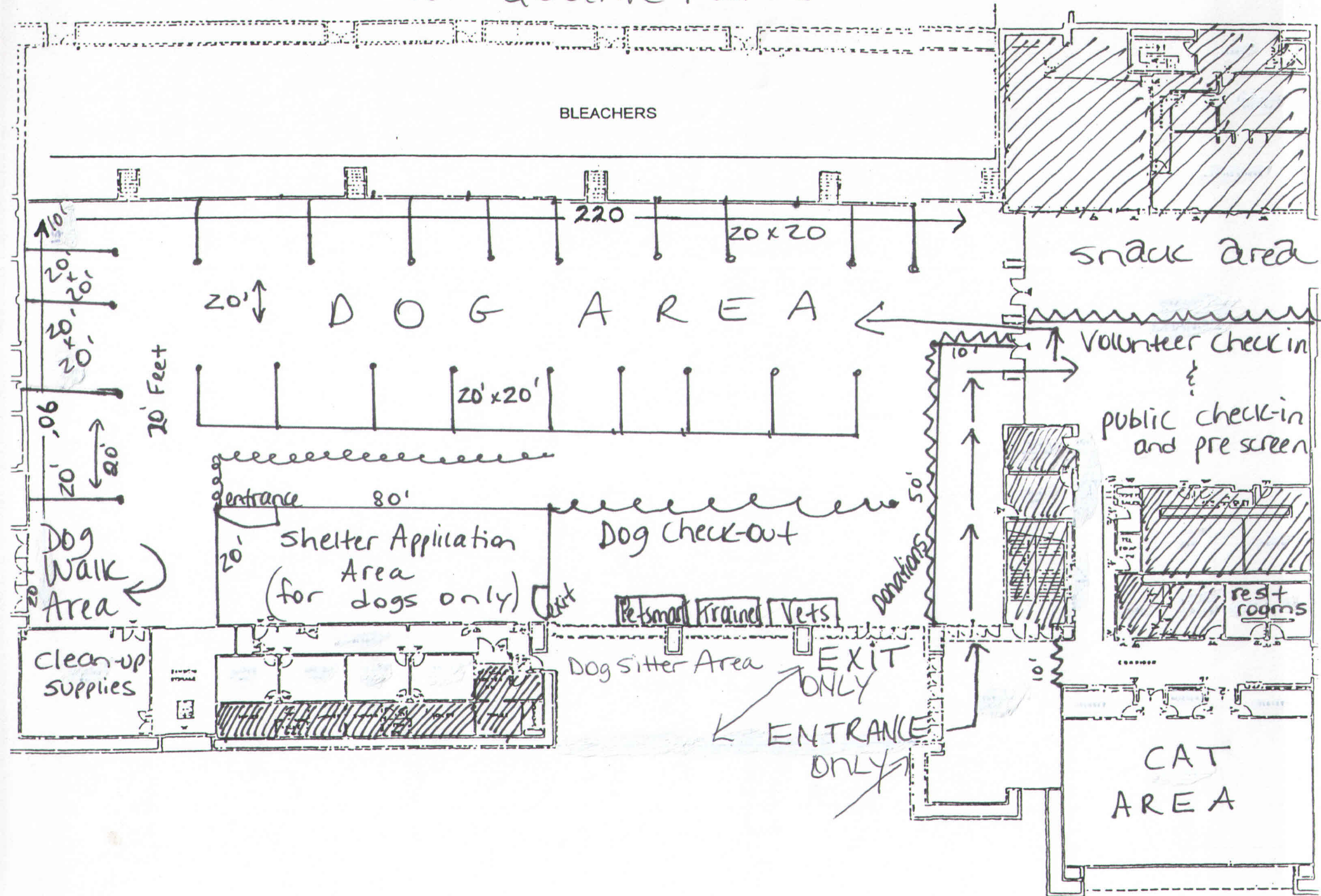


INDOOR Schematics for indoor event at Queenie Park



Traffic Flow & Procedures

-Area inside arena is roped off, so there is ONE entrance and ONE exit.

-At the entrance, everyone is "greeted" and asked, "Are you a serious adopter or just looking"? If they are a serious adopter, they will fill out an **orange** mandatory receipt and they will be sent to a pre-screener (sample pre-screener form attached), checked in, and asked select questions to assure they are over 21 years old, and are willing & able to pay the adoption fee **and be informed they must pick-up a mandatory ID tag. Which MUST be on dog before leaving the building.**

-If they pass the pre-screener area; they will be given the **orange** mandatory receipt and receive a paw-print hand stamp that will allow them to enter the animal adoption area. (Door attendants will be at the entrance, checking for hand-stamps).

If the answer is "No, we are just here looking today", their hand will be stamped and will be given a **blue "JUST LOOKING" receipt.** This will enable the shelter/rescue personnel to designate between people/families that are just browsing vs. the ones that want to take a new family member home.

-People can mill throughout the dog area or the cat area until they find an animal they wish to adopt.

If they find a dog, and they have an **orange mandatory receipt,** volunteer dog-walker will accompany the potential adopter & the dog to the *shelter application area for dogs. If they do **not** have an **orange mandatory receipt,** they must return to the pre-screener area and be prescreened. (It is advisable not to hold animals.)

If they find a cat, the screening will take place in the same area that the cats are already in. If they do **not** have an **orange mandatory receipt,** they must return to the pre-screener area and be prescreened. (It is advisable *not* to hold animals.)

If they find an animal and are carrying a "JUST LOOKING" receipt they **must** go back to the pre-screening area and answer the **orange** questionnaire prior to proceeding with the adoption. **DO NOT SEND THEM WITH AN ANIMAL TO THE SHELTER APPLICATION AREA. THEY WILL NOT BE ALLOWED TO LEAVE THE BUILDING WITHOUT FILLING OUT THE ORANGE MANDATORY RECEIPT IN THE PRE-SCREENING AREA.**

*(1) *The shelter application area for dogs* will have shelter representatives. (2) **Complete the shelter application.** A table for each organization will be provided, along with 2 chairs, clip boards, and pens. (3) The shelter representative (**provided by each organization**) will **AGAIN** screen the adopter & (4) if they pass inspection, will collect the money, review medical records, (5) give them the "Adopt-A-Stray" **ORANGE mandatory receipt,** and (6) send them to the

Petsmart booth to make a **mandatory ID tag**, and then meet with the behavior specialist and the veterinarian.

-Family & the dog/cat can only exit after giving their **ORANGE mandatory receipt** to the door attendant. **NO ONE** will be allowed to exit building with an animal without this receipt.

* envelope

* tags on dog