

# Shelter Showcase

PO Box 1067  
BLOOMFIELD, NJ 07003

(973) 812-PAWS (7297)  
INFO@SHELTERSHOWCASE.COM

## Volunteer Opportunities for Shelter Showcase Expo at Mutts Mania September 18, 2005

**Registration Coordinators:** Help save animals by helping the event run smoothly and professionally. Number of Volunteers Needed:

Shelter Setup (5 people)

9:30am – 12:00pm

Greet shelter and rescue group participants and guide them to their registered location  
Request help from Hulk Volunteers if a group needs help moving tables, setting up canopies, etc.  
Troubleshoot issues and escalate problems to Shelter Showcase staff  
Politely explain to the public that the event doesn't open until 12pm by explaining what this wonderful event is and inviting them to come anytime between 12pm and 4pm

Public Entrance (30 people) – Great for Groups!

First Shift 10:30am – 1:45pm

Second Shift 1:45pm – 4:00pm

Hand out clipboards with blank registration forms and pens to visitors  
Collect registration forms at entrance table

Shelter Exit and Cleanup (5 people)

4:00pm – 5:30pm

Collect exit surveys from shelters  
Light clean up  
Request help from Hulk Volunteers if needed

Skills required: Enjoy interacting with the public

Training required: Minimal

Timeframe:

Day of Event – choice of days and shifts – work as many as you like!

# SHELTER Showcase



PO Box 1067  
BLOOMFIELD, NJ 07003

(973) 812-PAWS (7297)  
INFO@SHELTERSHOWCASE.COM

---

**Hulk Volunteers:** Help save animals by helping the event run smoothly and professionally by moving or lifting heavier items

Shelter Setup (5-10 needed)

9:30am – 12:00pm

Set up tables, chairs and move boxes

Respond to help requests from Registration Coordinators if a group needs help moving tables, setting up cages, etc.

Troubleshoot issues and escalate problems to Shelter Showcase staff

Shelter Exit and Cleanup (5 –10 people)

4:00pm – 5:00pm

Put away tables, chairs and help breakdown canopies and/or move heavier objects if needed

Skills required: Ability to lift and move bulky or heavy items.

Training required: Minimal to none

Timeframe: Day of Event – choice of morning and afternoon shift or both.

**Event Promoters:** Help save animals by encouraging people to attend the adoption event!

Number of Volunteers Needed: As many as possible

Responsibilities: Distribute event fliers and posters at locations of your choice including Liberty State Park, dog parks and veterinarian offices. Tell friends, family and coworkers!

Skills required: Enjoy interacting with the public

Training required: Minimal

Timeframe: Prior to Event 2 weeks prior to event day. (Dates/times flexible)

# SHELTER Showcase

---

PO Box 1067  
BLOOMFIELD, NJ 07003

(973) 812-PAWS (7297)  
INFO@SHELTERSHOWCASE.COM

---

**Post Event Data Entry:** Help raise money to save animals and help make next year's event a success by entering people's contact information into MS Excel.

Responsibilities: Carefully enter registration contact information into Excel spreadsheet

Skills required: Some computer and typing experience required.

Training required: Limited, if needed.

Timeframe: Minimum 5 hours commitment during first week after event.

**Event Photographer:** Help promote future events by photographing and documenting this one.

Responsibilities: Digitally photograph event, including pictures of each booth, plenty of animal pictures and adoption photos. Digital video footage and editing work is also needed for posting video clip on website.

Skills required: Digital camera and photography experience required to get clear pictures. Editing digital video if applicable.

Training required: None.

Timeframe: Day of event. 10:30am – 4pm.

**Dog and Cat Characters:** Help promote the pets for adoption and the shelters and rescue groups at the event by attracting kids and families to the adoption tent.

Responsibilities: Wear a dog or cat costume and meet and greet people passing by, in order to help attract them to the event and help give a positive, festive feel to the event.

Skills required: Friendly personality.

Training required: None.

Timeframe: Day of event. 11am – 4pm with breaks