A white lamp post with yellow lights

Description automatically generated**Fur Ball 2025 – Aristocats**

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| **Position** | Clean Up |
| **Date & Time** | Saturday, May 10th, 2025, 9:30 p.m.-11:00 p.m. |
| **Location** | DoubleTree by Hilton, Banquet Room 1775 E Cheyenne Mountain Blvd COS, CO 80906 |
| **Dress code** | N/A |
| **Point Person** | Kelsey Moore and V.S. Staff (TBD) |
| **Requirements** | Some lifting required |

**Thank you for volunteering to help with Clean Up!**

Help clean up, take down, and load event items. There will be luggage carts in the DoubleTree entrance area that may be used to transport items if needed, as well as a few wagons after guest check-out is complete.

Please meet in the Auction Room by 9:30 p.m. and begin sweeps of the venue as follows:

1. Clean up the cat and dog rooms once all animals have left the building. Remove all plastic covering from the floors and throw them away. Box up any animal items. Any personal items or items belonging to HSPPR should be taken to the staff/volunteer room.
2. Clean up any trash in the volunteer room. Box up any decor. Leave any personal items in the room.
3. After silent auction items have been staged for check out, begin clean up. Remove any remaining items, décor, and plastic display stands from the tables. Tables and food/catering supplies belong to the hotel and can stay in place. Use available boxes to pack up décor and plastic display stands. Boxes can stay in the silent auction room and we will use the area as a staging area.
4. Check the ballroom and hallways for remaining auction items, plastic display stands, signage, leftover sWag bags, personal items, event supplies, etc. Relocate to the staging area in the silent auction room.
5. Check with the check-out Point Person once check-out has ended to locate any remaining auction items that were not picked up. Pack remaining items for transport back to the shelter.
6. Assist with moving items from the staging area to the loading door. Please group similar items together for easy transport to HSPPR (Food, auction items, décor, animal supplies, etc.) This includes loading items into HSPPR staff vehicles for transport back to the shelter

Please check with both clean up Point Persons for the “all clear" before leaving.