A white lamp post with yellow lights

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

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| **Position** | Pre-Event Assistant |
| **Date & Time** | Tuesday, May 6th, 2025, 9:30 a.m.-12:00 p.m. |
| **Location** | HSPPR- Whiskers and Wags Training Center  610 Abbot Lane, COS, CO 80905 |
| **Dress code** | N/A |
| **Point Person** | Grace Houston & Kelsey Moore |

**Thank you for volunteering to be a Pre-Event Assistant!**

Pre-event assistants will help stuff sWag bags, pack them for transport, place auction item detail sheets in displays, and help with other pre-event tasks, depending on time and progress.

**sWag bags**

Each guest will receive a sWag bag as a thank-you for attending our event. Place one of each branded item from our event sponsors inside each bag. If we are short of any branded items, please group the shorted bags and label the group with the missing item and the number of bags without that item. Please pack the sWag bags in boxes neatly for transport to the venue.

**Plexi-glass Displays & Auction Sheets**

Take each plastic display holder, spray a small amount of Windex on the front, and wipe it down with a paper towel. Place auction sheets into dry plastic display holders. Please be sure to keep these in numerical order. Please alert a point person if you notice a missing number (i.e. display sheet 103 is missing between sheets 102 & 104).

**Programs**

Each guest receives an event program at check in – this program doubles as their bidding paddle for our live auctions and Raise the Paddle appeal. The bid numbers are printed on stickers that will be placed on the backs of the programs. We need these organized in chronological order and placed in bins.

*Light snacks and beverages will be provided during your shift*