

## Planning a Group Event with Pets & People

Pets & People wants your group event to run smoothly. We developed this guide to help you through the steps and considerations when planning your group event at your school or workplace.

### Key elements for a group event:

#### **SPACE**

An accessible, comfortable open area that will allow at least 6-7 feet between each participating therapy team. This area should be visible but not interfere with foot traffic. Outdoors during good weather is fine BUT a back-up location indoors should be planned. Sitting areas with furniture that can be moved to the perimeter of a room or just off the lobby of a centrally located entrance or meeting area are ideal as there could be as many as 5 to 6 animals and their handlers in the area at one time. When requesting cat therapy teams, kindly provide a slightly separate area to accommodate them.

#### **TIME**

Events are usually 90 minutes in length, though longer ones are possible by staggering teams and times so that the animals do not become overtired. For schools, a date and time just prior to the start of the exam or study period when students are generally on campus and not at a major sports or other event works best.

#### **ACCOMMODATIONS**

Providing parking within easy access to the event site is essential. Parking should be not more than a 5 minute walk to the event location. Pets & People requests that the event sponsor cover all costs of parking and provide parking passes to the nearby lots or garages.

#### **PROMOTION and ACKNOWLEDGEMENT**

Remember to promote your event. Let folks know that the pet therapy teams are coming! Always be sure to note Pets & People as the certifying Pet Therapy organization in photos, posters, bulletins, newsletters and social media promoting your event. Please tag Pets & People in social

media posts and place a link to our [website](#) at the same time to help us bring traffic to our site. We can supply you with our logo too. These actions help us recruit more teams!

## **PRESENCE**

A designated staff member or employee must be on-site throughout the event. In addition, we strongly suggest keeping the number of people around a team to 5-8. This ensures safety for team and enjoyment for those petting the animal.

## **SUPPORT**

Pets & People does not charge for most team visits. However, donations are greatly appreciated when possible. We have been truly touched when facilities show their appreciation of our teams by conducting fundraisers in support of Pets & People! Teams are so excited to hear of this type of acknowledgement of their volunteering with their pet. Please let us know if you wish to consider this and we can help with ideas on how you too can help Pets & People continue our important mission to serve our communities!

## **Pets & People PHOTO POLICY**

Capturing our teams doing their special work is important in promoting our mission and the important work these teams do in their community. At the same time, we do respect the privacy of those we visit. When you request an Event, you will be asked if you can or cannot accept the following Pets & People Photo Policy:

*"during this Pets & People (P&P) event, you may be photographed and/or videotaped by a P&P representative. By accepting, you give permission for any photos at your requested event to be used by P&P for business purposes"*

## **What are the steps for planning a group event?**

- Be sure to have your proposed event approved by your own administration or management staff before requesting the event through Pets & People.
- At least 6 weeks before your desired event date, complete and submit a Pets & People [GROUP EVENT Request form](#) . Be sure to have an alternate event date in mind should there be a conflict with other Pets & People events.
- After submission, you will receive an email to note that we have received your request. Please be sure to check your SPAM folder if you have not received it.

- Due to the high number of event requests we receive, we cannot respond individually to your request and will only contact you if we have questions about your request.
- If you have any questions or wish to inquire on the status of your event, please contact our Director of Volunteers at [volunteers@petsandpeoplefoundation.org](mailto:volunteers@petsandpeoplefoundation.org). Please do not send event queries to our info line unless you do not get a reply back from Director of Volunteers. If you wish to discuss your event or have specific questions, you can set up a call following the directions email you receive after submission.
- Following submission, Pets & People will post and circulate news of the event to our membership and request sign-ups. Pets & People maintains a calendar of events. The earlier your Event Request is submitted, the more time that it will be “advertised” to our therapy teams
- Approximately 1 week before your event, we will send an email to the event coordinator at your facility and all pet therapy teams so you can coordinate last minute details such as parking.
- As the event date draws closer, be sure to increase the event promotion. Community web portals, intranets, student activities news and events sites and blogs as well as Facebook and Twitter are all excellent avenues to create awareness. Pets & People respectfully requests that our name and logo be present on all promotional materials.
- Cancellations/last minute changes happen. If weather or other unforeseen factors require that you cancel your event or change the location of your event, please communicate those changes as quickly as possible to the Pets & People Director of Volunteers.
- Liability Insurance: Pets & People carries general liability coverage that protects Pets & People volunteers and board members. A copy of our Certificate of Insurance (COI) coverage is available upon request.
  - This Liability Insurance coverage does NOT extend to those organizations and participants where Pets & People teams visit. If your organization wishes to be added to the policy as a named insured for the Event you can do so by submitting your request to [volunteers@petsandpeoplefoundation.org](mailto:volunteers@petsandpeoplefoundation.org).
  - Please understand we need payment before we can order the rider from our insurance company.
- Water Bowls: Therapy pets get thirsty while doing their jobs. So, while not essential, having two or three large water bowls nearby for the dogs or having accessibility to water will be greatly appreciated.