



Zoom Meet and Greet: Feline Edition
Cincinnati Animal CARE
June 22, 2022

When it comes to scheduling a Zoom Meet and Greet for adult cats in foster homes, please follow the steps listed below.

1. Once contact has been made with potential adopters make sure they are given a rundown on the cat in consideration. Once you have confirmed they are wanting to meet the cat, inform the potential adopters that the meet will be done via a Zoom call between them, the foster with the cat, and a member of the Cat Care Team or the Foster Team. If they are okay with this, ask them for some dates and times that will work for them and let them know you will be in contact with them after getting in contact with the foster. *Whoever organizes the meet will be responsible for supervising the call unless coordinated otherwise.*
2. At this point in the process, go ahead and contact the foster for the cat in question via email. You will let them know that there is a potential adopter for their foster cat and that the meet and greet will be via a supervised Zoom call. Ask for their availability and find a date and time that aligns with the potential adopter's availability as well.
3. Once a date and time have been set and confirmed on all ends, you will go ahead and schedule a Zoom call and send the Google Calendar invite with the Zoom link to the respective parties. *Make sure that you enable microphone and video privileges for all parties.*
4. The day prior to the meet and greet, contact both the foster and the potential adopter to verify that everything is still set for the meet and greet.
5. Ten minutes prior to the scheduled meet, go ahead and log in Zoom and start the video call. This will allow for a few extra minutes to get settled and smooth out any technical kinks.
6. Once all parties have joined, go ahead and introduce the foster to the potential adopter to open a conversation. *Make sure that the foster has been given the Tips and Tricks to Zoom M+G's document prior to the call.*
7. Once the call is coming to an end and all questions and concerns have been addressed, you can pop the question. "What do you think? Would you like to adopt _____?"
8. If they say yes, you can go ahead and arrange a time for the fosters and adopters to meet at the shelter for hand-off and adoption paperwork. This can be scheduled for immediately after the call or even later in the week, however, if they do not show to the formal adoption, we will not hold the animal. *If they choose not to adopt, we can go ahead and wrap up the call, thank them for considering*

Cincinnati Animal CARE and offer them the option for matchmaking via email or suggest they come down to the shelter to meet cats that are available for adoption onsite.

9. Adoption time! Be sure to ask permission for an adoption photo of the adopters with their new furry family member! *This photo may be used on our social media, so it is imperative that you mention this when asking for photo permissions.*
10. Don't forget the foster! Before their departure from the shelter, don't forget to thank them for their time and for fostering. Afterall, without them this wouldn't be possible.
11. After 7 days, send the "Zoom Call: Adopter Check-In" form to the adopter.