



## DIMC Pre-Flight Checklist

To be filled out by Coordinator or Representative of Coordinator; Share with all personnel involved

**NOTE: ALL items must be checked-off in order to fulfill flight requirements. Failure to meet the pre-flight requirements may result in an animal not being transported. This sheet should be handed off to Peter with the Health Certificates**

✓	Item
	<p>1. Send to Kara:</p> <ul style="list-style-type: none"><li>• Source Agreement form if not already filled out</li><li>• Names and contact info (cell phone) for “day of” rescue/transport coordinators</li><li>• Number of animals going to each organization</li><li>• Health Certificate for each animal <b>1 day prior to flight</b></li></ul>
	<p>2. Crates:</p> <ul style="list-style-type: none"><li>• <b>Day before flight, Coordinator contact all personnel and ensure that they have the appropriate crates for the animals</b></li><li>• <b>DO NOT put small animals in large crates; cats and small dogs must be in small crates</b></li><li>• Arrive with your animals in CRATES</li><li>• No Wire Crates</li><li>• Use Zip Ties to secure Crates</li><li>• Nursing moms with babies, kennel mates, or house mates can be in the same crate</li><li>• NO Crates over 32" high</li><li>• Coordinator should bring <b>extra</b>, smaller sized crates in the chance of down sizing at the airport if needed</li></ul>
	<p>3. Labeling</p> <ul style="list-style-type: none"><li>• Crates must be Clearly labeled with ANIMAL NAME and/or MICROCHIP ID, DESTINATION AIRPORT CODE, and DESTINATION Group Name (airport code found on flight itinerary)</li><li>• Attach this information to a tag fastened to the front of the kennel</li><li>• Color coding works best if the source group are sending animals to multiple destination groups</li></ul>
	<p>4. Schedule</p> <ul style="list-style-type: none"><li>• <b>Arrive at least 30 minutes prior to scheduled loading time or arrival time</b></li><li>• <b>Day before flight, Coordinator notify all personnel of scheduled loading time and time to arrive with animal at airport (30 minutes prior to scheduled loading time)</b></li></ul>
	<p>5. Paperwork</p> <ul style="list-style-type: none"><li>• Provide an envelope for destination group with health certs for each animal and any medical records; hand this to Pilot Peter</li><li>• Each animal transported is required to have a health certificate signed by a veterinarian; this must be sent via email to Kara the day before the flight</li></ul>
	<p>6. Feeding</p> <ul style="list-style-type: none"><li>• Withdraw food the night before transport; animals must fly on empty stomachs for their comfort and safety unless they are puppies or kittens under 12 weeks of age</li></ul>
	<p>7. DIMC Executive Director/Trip Coordinator Info:</p> <ul style="list-style-type: none"><li>• Kara Pollard: <b>cell phone: 307-359-5452</b>   email: kara@dogcopilot.org</li><li>• <b>DIMC Plane tail #N307PR</b> – you will meet Pilot Peter on the Tarmac for loading or unloading</li></ul>

SCHEDULED LOADING TIME: \_\_\_\_\_