

## **Race Bag stuffing/Package pick-up setup**

1. Set up area with tables, chairs, race equipment, and race gear based on runner flow for Package Pick-up Day
  - a. Bib pick-up (Pre-registered runners)
  - b. Race bag pick-up (All runners)
  - c. T-shirt pick-up (All runners—priority for pre-registered)
  - d. Runner Registration (Runner gets bib & returns to Race bag pick-up)
  - e. Sponsor Tables
  - f. Charity Tables
  - g. Vendor Tables
  - h. Race gear sales (Pre-position items to be sold)
  - i. Volunteer check-in (near entry)
  - j. Race Day information
2. Organize Race Bag contents into an assembly line for efficient bag stuffing
3. Build 2500 Race Bags and set them up in bins behind Race bag pick-up table
4. Make runs to/from storage if package pick-up gear is needed.
5. Clean up area and remove trash into dumpsters behind 30Avenue

## **Race Course setup**

1. Set up post-race area with tables/chairs, assist Race Director with pre-positioning start/finish equipment, race course equipment, etc.
2. Set up post-race after party tables/tents: Food/drink distribution tables (6-8) under tents on far Western side near North sidewalk to allow as much green space as possible; DJ table (1) on far Eastern side

3. Set up Volunteer Central/Packet Pick-up/Race gear sales tables/tents: Race day packet pick-up tables (2), Race day T-shirt exchange table (1), Race day gear sales table (2), all under tents just East of food/drink tables/tents
4. Set up Race Director & DJ/emcee tables/tents: Race Director tent/tables (3) just East of Volunteer Central/Packet pick-up; DJ table (1) just East of Race Director
4. Start/Finish: Pre-position water pallets, Stanchions/blockades, signage
5. Race course: Assist with remaining course markings/signage

## **Packet pick-up (1st shift)—23 volunteers needed**

1. Confirm Runner flow for Packet Pick-up & assign personnel to each station
  - a. Greeter (Downstairs)
  - b. Bib pick-up (Pre-registered runners)
  - c. Race bag pick-up (All runners)
  - d. T-shirt pick-up (All runners—priority for pre-registered)
  - e. Runner Registration (Runner gets bib & returns to Race bag pick-up)
  - f. Sponsor Tables
  - g. Charity Tables
  - h. Vendor Tables
  - i. Race gear sales Tables
  - j. Silent auction Tables
  - k. Volunteer check-in (near entry)
  - l. Race Day information
  - m. Exterior signage/flutterbanners
2. Greeter **1 volunteer**: Hang/place external signage/flutterbanners, Position near entrance (downstairs), Direct runners to Packet pick up entrance, Give general directions for flow
3. **Bib** Pick-up (Pre-registered runners) **4-5 volunteers**: Set up work station, Organize timing bibs, safety pins, markers, pre-registered runner roster

4. **Race Bag** Pick-up (All runners with bibs) **3-4 volunteers**: Set up work station, Add last minute items to bags, Distribute to runners with a Race Bib (all bags identical), Mark bib (B) on back for bag.
5. **T-shirt** Pick-up (All runners with bibs/bags) **3-4 volunteers**: Set up work station, Sort shirts by size, Distribute shirts based on pre-registered size, Instruct Runners that shirt trade will be available on Race Day AFTER the start, Prioritize Pre-registered Runners for their registered size, Mark bib (T) on back for T-shirt.
6. Runner registration **2 volunteers**: Set up work station, Maintain sign-up forms, Process credit card (Square on iPad/iPhone) & cash payments, Coordinate with timing chip company rep
7. Race gear sales **3 volunteers**: Set up work station, Prior-year T-shirts, Current swag will be available for purchase, Create price-list poster/signage, Process credit card (Square on iPad/iPhone) & cash payments.
8. Silent auction **1-2 volunteers**: Set up auction items and instruct bidders on procedures for bidding and pick-up.
9. Volunteer check-in **1 volunteer**: Set up work station, Organize volunteer T-shirts by size, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions, Add volunteers to roster based on availability

## **Packet pick-up (2nd shift)—18 volunteers needed**

(30Avenue—2nd Floor NW building)

1. Confirm Runner flow for Packet Pick-up, assign personnel to each station & let current volunteers brief oncoming volunteers
  - a. Greeter (Downstairs)
  - b. Bib pick-up (Pre-registered runners)
  - c. Race bag pick-up (All runners)
  - d. T-shirt pick-up (All runners—priority for pre-registered)
  - e. Runner Registration (Runner gets bib & returns to Race bag pick-up)

- f. Sponsor Tables
  - g. Charity Tables
  - h. Vendor Tables
  - i. Race gear sales Tables
  - j. Silent auction Tables
  - k. Volunteer check-in (near entry)
  - l. Race Day information
2. Greeter **1 volunteer**: Position near entrance (downstairs), Direct runners to Packet pick up entrance, Give general directions for flow, Take down external signage/flutterbanners, Load race gear/tables on truck, clean up
  3. **Bib** Pick-up (Pre-registered runners) **4-5 volunteers**: Organize timing bibs, safety pins, markers, pre-registered runner roster, Break down/clean-up work station, Pack up materials and load on truck last.
  4. **Race Bag** Pick-up (All runners with bibs) **3-4 volunteers**: Distribute to runners with a Race Bib (all bags identical), Mark bib (B) on back for bag, Break down/clean-up work station, Pack up materials and load on truck last
  5. **T-shirt** Pick-up (All runners with bibs/bags) **3-4 volunteers**: Sort shirts by size/consolidate, Distribute shirts based on pre-registered size, Instruct Runners that shirt trade will be available on Race Day AFTER the start, Prioritize Pre-registered Runners for their registered size, Mark bib (T) on back for T-shirt, Break down/clean-up work station, Pack up materials and load on truck last.
  6. Runner registration **2 volunteers**: Maintain sign-up forms, Process credit card (Square on iPad/iPhone) & cash payments, Coordinate with timing chip company rep, Break down/clean-up work station, Load materials on truck.
  7. Race gear sales **3 volunteers**: Prior-year T-shirts, Current swag will be available for purchase, Create price-list poster/signage, Process credit card (Square on iPad/iPhone) & cash payments, Break down/clean-up work station, Load materials on truck last.
  8. Silent auction **1-2 volunteers**: Instruct bidders on procedures for bidding and pick-up, Break down/clean-up work station, Load materials on truck

9. Volunteer check-in **1 volunteer**: Organize volunteer T-shirts by size/consolidate, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions, Add volunteers to roster based on availability, Break down/clean-up work station, Load materials on truck last
10. **All volunteers**: clean up/remove trash to dumpsters, take down external signage/flutterbanners and load in truck for race day.

## **Start/Finish setup—10 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

(Rosemary Beach, Start line)

1. Unload medals from truck to start line
2. Unload Start/Finish inflatable from truck to start line
3. Unload 30a10k signage/flutterbanners from truck to finish line
4. Unload pace corral signs from truck to start line
5. Unload trash bags & cans from truck to start line
6. Position stanchions/barricades on East side of Start/Finish to funnel runners onto N Barrett Square
7. Prepare water bottles to be distributed to Finishers
8. Unpack 5k medals and position them on one side of the Finish line (stands)
9. Unpack 10k medals and position them on one side of the Finish line (stands)
10. Unpack 1-mile fun run medals and position them to the side (stands)
11. Place signage/flutterbanners along 30a finish (up to 50 yards from finish)
12. Assist timekeeper as needed

## **Race Day packet pick-up—9 volunteers needed (follow-on to Clean-up/Takedown @ 10:00 a.m.)**

## (Rosemary Beach, W Long Green)

1. Unload runner bibs from truck to tent/table area
2. Unload race bags from truck to tent/table area
3. Unload race T-shirts from truck to tent/table area
4. Unload race gear for sales to tent/table area
5. Unload volunteer T-shirts from truck to tent/table area
6. **Bib** Pick-up (Pre-registered runners) **2-3 volunteers**: Set up work station, Organize timing bibs, safety pins, markers, pre-registered runner roster,
7. **Race Bag** Pick-up (All runners with bibs) **1-2 volunteers**: Set up work station, Distribute to runners with a Race Bib (all bags identical), Mark bib (B) on back for bag.
8. **T-shirt** Pick-up (All runners with bibs/bags) **2-3 volunteers**: Set up work station, Sort shirts by size, Distribute shirts based on pre-registered size, Exchange T-shirts for runners, Mark bib (T) on back for T-shirt.
9. Race gear sales **2 volunteers**: Set up work station, Prior-year T-shirts, Current swag will be available for purchase, Create price-list poster/signage, Process credit card (Square on iPad/iPhone) & cash payments.
10. Silent auction **1 volunteer**: Set up auction items and distribute to winners
11. Volunteer check-in **1 volunteer**: Set up work station, Organize volunteer T-shirts by size, Maintain volunteer rosters & instructions binder, Record volunteers who check in, Distribute volunteer duty instructions.

## **Race Day Parking—10 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

Duty is to highlight the available parking areas and maintain safety

30A avenues of approach to the race course will be closed by WCSO from 7-10 a.m.

1. 30Avenue (N side of Hwy 98)

- a. Position on Hwy 98 at both entrances to 30Avenue **2 volunteers (follow on to Finish line duty)**
- b. Position in NW parking lot to ensure orderly parking **2 volunteers (follow on to Finish line duty)**
2. Shades Bar and Grill (S side of Hwy 98)
  - a. Position at 30A entrance **1 volunteer (follow on to Finish line duty)**
  - b. Position at Hwy 98 entrance (Texaco station) **1 volunteer (follow on to Finish line duty)**
3. Seacrest Village (Immediately W of Rosemary Beach on N side of 30A)
  - a. Position at E entrance to Village on 30A **1 volunteer (follow on to High Pointe Course Marshal, S side of 30A)**
  - b. Position at N entrance to village behind La Cocina/Pizza by the Sea; parking is available in front of and behind the merchants **1 volunteer (follow on to Seacrest Village Course Marshal, N side of 30A)**
4. Alys Beach
  - a. Position at Nonesuch Way next to the NE buttery; parking is available in Parking lot E of George's Restaurant where you will be positioned, East La Garza Lane, East Sugar Lump Lane, Amphitheater parking spaces **1 volunteer (follow on to Paradise by the Sea/Sand Flea Course Marshal)**
  - b. Position at St Charles St next to Fonville Press; parking is available in West La Garza Lane, West Sugar Lump Lane, Amphitheater parking spaces **1 volunteer (remain in position for Course Marshal)**

## **Post-Race Food Set Up/Distribution—18 vols needed**

(Rosemary Beach, W Long Green)

Food/drink will be set up at Western table/tent area on W Long Green.

Food/drink will be available to runners first: 10k start 7:30, 5k start 7:45, 1-mile fun run start 9:30

Tables will be positioned end-to-end as far North as possible (parking lot side) in order to allow for more grass space for post-race.

(1) tent will be available for Joe Zarzar-provided bar area

1. Unload food and drink items from vehicles to tent/table area
2. Unload trash bags & cans from truck to tent/table area
3. Set up tent/table area in preparation for food/drink distribution
4. Mark runner bibs on front (F) for food to afford all runners thru the 1-mile fun run to have post-race food/drink
5. Replenish food/drink/supplies on tables as appropriate
6. Goal is to have enough food for all racers but not have extra
7. Trash runners **4 volunteers**: Empty trash bags as they become full and place near parking lot behind food tents, Replace cans with trash bags, Try to separate trash bag handling and food handling

## **Course Marshal—25 volunteers needed**

### **(check-in first at W Long Green in Rosemary Beach)**

Course marshals provide safety for runners by alerting local traffic already inside the race course that runners are approaching

30A avenues of approach to the race course will be closed by WCSO from 7-10 a.m.

1. Rosemary Beach
  - a. W Water Street (S and N sides) **1 volunteer**
2. Seacrest Beach
  - a. Goeff Wilder Lane (S side) **1 volunteer**
  - b. Seacrest Village (N side, W entrance) **1 volunteer**

- c. High Pointe (S side) **1 volunteer**
- d. Seacrest Beach (N side) **1 volunteer**
- e. Sunset Beach (S side) **1 volunteer**
- 3. Alys Beach
  - a. Charles Street (N side) **1 volunteer**
- 4. Seacrest
  - a. Watersound Pkwy (5k Right turn) **10 volunteers**
  - b. 5k turnaround (S of Camp Creek Golf Club entrance) **1 volunteer**
  - c. Seacrest Dr (N side) **1 volunteer**
  - d. Clareon Dr (N side) **1 volunteer**
  - e. Seabreeze Trail (N side) **1 volunteer**
  - f. Pelican Ct/Seabreeze Ct (N/S sides) **1 volunteer**
  - g. Camp Creek Rd N (N side) **1 volunteer**
  - h. Gulf Bridge Ln (S side) **1 volunteer**
- 5. Watersound
  - a. 10k turnaround (E of Bridge Lane) **1 volunteer**

## **5k/10k Finish Line—20 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

10k starts @ 7:30, first runners should be finishing @ 0:39 after the start, 1200 runners registered, **MAROON** bibs

5k starts @ 7:45, first runners should be finishing @ 0:16 after the start, 500 runners registered, **BLUE** bibs

1-mile fun run starts @ 9:30, **YELLOW** bibs

1. Position 5k medals ready to hand out on one side of finish line **7 volunteers**
2. Position 10k medals ready to hand out on other side of finish line **9 volunteers**
3. Position water for finishing runners to take **4 volunteers**
4. All volunteers keep finish area clear for runners crossing the finish line
5. Position 1-mile fun run medals ready to hand out **all volunteers**

6. Take down start/finish inflatable, pack up and return to truck
7. Empty trash cans and place bags on S side of finish line
8. Place stanchions/barricades on S side of finish line

## **10K turnaround water station—10 volunteers needed (check-in first at W Long Green in Rosemary Beach)**

6:15-9:00 a.m. (Race Course, East of Camp Creek Lake) 30A closed to vehicle traffic 7:00-10:00 a.m. Parking available at water station on side of road.

Water, tables, cups, speaker, generator & trash bags will be dropped off at water station on race day

1. Set up tables for 3 gallon water bottles and cups of water
2. Fill an appropriate amount of cups prior to runners reaching the water station
3. 10k race starts at 7:30, expect first runners no later than 7:50
4. Position volunteers to hand out water cups on both sides of the road
5. Place trash cans on both sides of water station so runners can toss used cups
6. Place used cups in trash bags as time permits
7. Place all used cups in trash bags after all runners have passed water station on way back to finish
8. Leave all tables, water supplies & trash bags on side of road for later pick-up
9. Cheer and encourage runners as they pass by the water station

## **Alys Beach water station—9 volunteers needed**

### **(check-in first at W Long Green in Rosemary Beach)**

6:15-9:00 a.m. (Race Course, SW butterfly in Alys Beach) 30A closed to vehicle traffic 7:00-10:00 a.m. Parking available in Alys Beach at amphitheater and on side streets.

Water, tables, cups, & trash bags will be dropped off at water station on race day. Alys Beach will provide additional volunteers.

1. Set up tables for 3 gallon water bottles and cups of water
2. Fill an appropriate amount of cups prior to runners reaching the water station
3. 10k race starts at 7:30, 5k race starts at 7:45; expect a steady stream of runners from 7:35 until finished
4. Position volunteers to hand out water cups on both sides of the road
5. Place trash cans on both sides of water station so runners can toss used cups
6. Place used cups in trash bags as time permits
7. Place all used cups in trash bags after all runners have passed water station on way back to finish
8. Leave all tables, water supplies & trash bags on side of road for later pick-up
9. Cheer and encourage runners as they pass by the water station
10. Let runners know that 5k turns Right up ahead and 10k continues Straight