



Trail Fest at Graham Swamp 2022 Volunteer Information

Assignments

10a-2:30p

- Parking: Tricia, Anita, Jennifer
- Packet pick up: Jen M., Sheila, Bernice
- Hand out finisher plaques: Lisa
- Finish line aid station: Deedy
- Course direction: Sue, Francy

2:00-6:30p

- Packet pick up: Jen, Bernice
- Hand out finisher plaques: Jessie
- Finish line aid station: Susana
- On course aid station: Patrick, Jeff, Owen
- Food: Kimmie, Brian & Bernice
- Beer & wine: Emmanuel & Donna
- Crowd control-race course: Susana

Description

Parking: see below for the parking layout. It is important that we park cars super efficiently, it will take assertive direction from the volunteers to get cars parked close together. Park them at a 45 degree angle towards the fence and as close as possible. Wear a vest and use an orange flag. Tricia will be stationed at the parking lot, only allowing those on the list to park there. Send everyone else to fence parking entrances. Tricia, please call Cory when a vendor shows up that has equipment that needs to be carried in.

Packet pick-up: hand out race packets & race numbers. If they want to exchange their shirt size we will have a limited number of extra shirts to choose from. See Jen or Carrie for additional training or other questions that come up.

Finisher plaques: All racers in all 3 races get the same wooden plaque. It's important that you make sure to only give them out to racers, we will run out if not! Stand by the finish line and hand them as they cross.

Bike staging: Riders will keep their bikes with them, they will start standing next to their bikes. You will help answer questions of where to go for the start, packet pick up, bathrooms, etc.

Greeter: Stand near the entrance to the festival area road (between the parking lot and road up to the festival), welcome everyone and point the in the direction to the start/finish line. If parking needs extra help you will help them. Todd will let you know.

Finish line aid station: Keep water & Gatorade filled, assist athletes as needed

On course aid station: Go out on course around 2:30. You'll have a table, cooler, cups, trash bag, a right turn sign and straight sign. Have some cups filled. Put the right turn with the 5k sign and 10k straight, call it out as they run through so all 5k runners go right and 10k go straight. Mark off runner numbers on your list as they come by. Pack up and come back when your last runner is through.

Beer/Wine: Runners & bikers get one free beer, check their name off the list.

Everyone else we expect a donation. Check ID if they look younger than 30.

Food: Kim is managing the food. We are selling grilled cheese, ham and cheese and French fries with toppings.

Crowd control: Keep spectators off of race course in high traffic areas. I'll go over this.

Volunteers can park in the main trailhead dirt lot

*Assignments could change so please stay flexible!

What to bring:

- Water and refillable bottle (please no single use)
- Snacks
- Weather appropriate clothes
- Shoes appropriate for standing, dirt, grass, etc

Please visit the website and read the racer/festival information document as well as the rest of the website. <https://www.elevateeventcompany.com/trailfest>

Trail Fest Parking Instructions



Yellow arrows indicate flow of vehicles for parking. Look for arrow signs on either the south or north side of the trail, along the fence line. They will be several hundred yards before the trailhead entrance. Vehicles will be directed to drive along the fence line towards the trailhead and park at a 45 degree angle facing the fence (small arrows). The north side of the trailhead is more level and easier to drive/park. Bigger trucks & SUV's will be fine on the southside, we do not recommend cars coming in this end.

TRICIA: You will be where the red X is with a list of who can park in the parking lot. Send everyone else north or south. Cars should be sent North, parking is flatter. No parking allowed on the east side of Colbert or along Colbert between the sidewalk and road. If this gets out of hand please let me know so I can send someone else out to help.

ANITA & JENNIFER: One of you will go north and one south. You need to be where the cars should be parking, not where they come in. That way you can direct them with your flag to the exact spot they need to park. Otherwise they will leave big spaces between each vehicle and we will lose parking spaces.

Head to the start/finish area at the end of your shift and hand in your vest and flag and get your shirt.

TRICIA:

Vendors permitted in dirt parking lot (park efficiently/tight)

- Flagler Bike Shop (Mark)
- Palmer Chiropractic (3 vehicles allowed)
- Louis Papas (sponsor)
- Mitch Reed
- Jeff McNaughton
- Ryan Hallett
- Yoga Instructor: Chris Knox
- Volunteers
 - See list of volunteers and make sure they are on it. One car per volunteer.

