



Staff & Volunteer Document

Event Info:

Start/Finish/Transitions: Hammock Community Center 79 Mala Compra Rd. Palm Coast, FL 32137

4 Solo Runners, 35 teams, 17 6k runners

Solo Runners and first wave of teams start at 7:00a. Second wave of teams starts at 7:30a, 8:15a 6k, 8:30a final teams.

Please look over the course maps, parking layout and race guide also.

*Keep in mind that some things could change due to weather (such as layout, serving food, etc)

Schedule & Assignments

Carrie	4:25a-end	Course set up, RD
Sharon	4:25a-end	S/F/T, packet pick up, RD
Todd	4:25a-end	S/F/T set up, 6k turn 8:15a-9a
Kelsey	4:30a-7a	Course set up
Kirsten	5:30a-9:30a	S/F set up, call ahead team numbers
Lori	5:30a-9:30a	S/F set up, packet pick up(6a-8:15a), medals for 6k finishers (8:40)
Paul	5:30a-12:30p	Parking (6a-8a), timing megaphone
Tricia	6a-end	Parking (6a-7a), timing
Brian	6:30a-9a	Parking, ped crossing (8:15a)
Jessie	7a-end	Timing
Kim	8a-12:30p	Drinks, food lead
Catarina	8:30a-12:30p	Drinks, food
Robert	8:30a-12:30p	medals for 6k (8:40), call ahead numbers on walkie (switch out with Lucy)
Nancy	9a-1p	Drinks, food
Charles	8:30a-12:30p	Race Transition, Finisher Medals

Lucy	8:30a-12:30p	Call ahead numbers on walkie (switch out with Robert)
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Timeline

4:25a-7a	Course & venue set up
6a-8:30a	Packet pick up
7:00a, 7:30a, 8:15a, 8:30a	Start times
8:40a-9:15a	6k Finishers: have food ready
11a-1p	Solo & team finishers
9:30a (ish)	6k Awards
12:30p/1p (ish)	Team awards
1p-3p	Clean up

Notes:

- *Parking:* Look over the attached parking map so you're familiar with it before Sunday. We want to fill up the Community Center parking first, front and back. Once it's full, teams can pull in to drop off their stuff and then drive to the beach to park in the parking lots on the left or right. Parking should be wrapped up by 8a. Have one person at entrance to community center driveway, wave vehicles in to 2nd person in parking areas to park cars as tight as possible. Use space by building, behind building and then on the sides of the dirt driveway. Once it is full, the person at the driveway entrance will tell drivers to pull in to unload and then drive down to one of the beach parking lots to park. We need to put "event parking" signs out.
- *Packet pick up:* Teams bibs are in an envelope with their bibs, slap bracelet, stickers and safety pins. You will need to pull the shirts for each team. Runners can NOT exchange shirt sizes until the end we are very low on shirts. Some runners will not get the shirt they registered for, that is highlighted on the check in document. You will have a list of names to look up race numbers. Solo runners and 6k runners will need their bib, safety pins, sticker, and shirt.
- *Course set up:* Kelsey, help Carrie with course set up, turn signs, loop numbers, feather flag, etc.
- *Timing:* We are using Webscorer for timing. We are not timing every lap but we want to keep track of what loop everyone is on. Use the spreadsheet to check off each team as they come through. Look for blue solo bibs for solo timing, pink 6k bibs for timing the 6k and look for red "last runner" bib to time the teams. We will have a volunteer on the walkie calling ahead numbers, and a volunteer before the transition chute on a megaphone announcing team numbers.
- *Food/Aid Station:* We will have a table for the aid station with water, Gatorade, fruit and popsicles. We will need to make sure these items stay stocked and cold from start to finish and empty trash as needed. We will have a mimosa station starting with the 6k runners, which will include champagne, juice, fruit and chocolate. We will also have baked goods and finger sandwiches (we are making these). Make sure we put out just enough for the 6k and put the rest out as teams start finishing. We also have non-alcoholic beer, non-alcoholic champagne and sparkling grape juice.
- *Race Transition:* As teams leave the transition area remind them to cross off their completed loop on the loop tracking board, give them encouragement, and remind them to stay hydrated.
- *Finisher medals & awards:* Hand out finisher medals as runners are finishing. Every runner gets a wooden finisher medal. We will need to put out the awards also and have someone hand them out as I announce.

- *Weather:* It will be hot. Bring a hat, sunscreen, and a water bottle. You will not have coverage at all times.
- *Clean up:* Hopefully all teams are finished by 12:30p but it is possible they will not be. We won't start clean up until after team awards, which may be after our volunteers are done.