

Volunteers and primary roles:

Manager of the day: keeps it all together	
Set-up – course – 2 people better	
Set-up – start/finish	
Registration (+ set-up reg.)	(if needed, can be two of above)
Closing registration	(one of above)
Starter	
Start timers	
Photographer	
Scoring	
Course Marshals (not strictly needed for informal event)	
Finish line – direct recording for small event. If necessary, we can move someone to spiker. (4 people, can include start timers)	
Box above – all roles should be different people.	
Clearing course	
Others?	

All volunteers check in at Amphitheater. Sign in, confirm cell phone number.

7:45 AM Set-up (4 people)

Table (and tent if available) at amphitheater.

Course marking: chalk arrows at main turns, flagging as needed

8 AM Check in – Card swiper, laptop at check-in. Issue bibs in series.

8:30 AM Set up clock tripod and prepare clock.

8:45 Registration closing – Course marking complete

Course markers now manage start and finish.

Registration is now scoring table.

Timing and start/finish line crew assembled

8:50 Instruct the field. Mention post-run activities, upcoming events.

9 AM run start

9:10 [[Clear course on 15 minutes / mile pace.]]

9:20 Approximate time for first finisher

9:55 AM – or earlier if possible – strike all.

10:15 AM Goal for site clear

Additional notes:

Inventory

Set-up instructions – course, start/finish

Registration instructions – specific for event & general

Marshal instructions

Starter instructions – specific for event & general

Finish line instructions – specific for event & general

Scoring instructions