

Institute Woods 6K plan – based at Friends School, Quaker Road at Mercer Street – 2024 update – page 1/2
 Personnel description and time-table. Additional specific instructions for set-up and various roles required.

Volunteers and primary roles:

RD: keeps it all together	
Set-up – course	
Set-up – Friends area	
Timing / Start – Finish set-up	
Registration - Refreshments (2 or 3 people)	
Parking marshal (if needed)	
Course Marshals (2 possible, ideal 8 people)	
Starter	
First lap recorder First lap caller	
Course sweep	
Clean up start / finish / Friends (2 people + others)	
Photographer	
Bagel run	

8 AM Course marking, Friends school, Start area / Finish

8:15 Check in set-up – move picnic table under porch

8:30 Rough assignment of roles for high school team – marshals, first lap recording, sweep, check-in.
 Set up PA system with music / microphone

8:45 Check in + parking. Course & Finish setup continue

Park “Manhattan” style, parking marshal if needed. Can park by the red barn on Quaker Road. We have never needed overflow opposite Crossroads School, 221 Olden – 1.5 mile drive plus 0.75 mile walk.

9:00 General announcement to participants to sign in

9:15 Course set-up is finished.

9:30 Course marshals out, sign-in + parking continue

Minimum course personnel – ideal to have two at each point

- C – Pipeline x Far Trail – required
- D – River's Edge x Middle Trail – important
- B – Trolley x Pipeline – if available
- F – Trolley x Middle – if available
- E – Middle x Pipeline – if available

9:50 Ten minute warning – sign in closes
 Pre-race announcements in the parking lot.

Thank hosts IAS and Friends School
 Named IAS representatives:
 Named Friends representatives:

9:55 Five minute warning

10:00 start
 Flip sign-in to refreshments.

10:10 Approximate leader through first loop

Institute Woods 6K plan – based at Friends School, Quaker Road at Mercer Street – 2024 update – page 2/2
Personnel description and time-table. Additional specific instructions for set-up and various roles required.

10:15 to 11:00 Finish

Double first loop leader time to estimate first finish time.

10:28 begin course sweep / clean-up

Minimum one, better two additional people. Also relieves marshals.

Double the time of last person through first lap to give estimate to timer for last finisher. No promises if someone starts second loop behind sweep.

10:45 AM Figuring results

Transfer awards information to paper

11:00 AM Presenting awards.

11:10 AM sweep complete

11:30 AM – site clear.

Additional notes:

Inventory

Set-up instructions – course, start/finish

Set-up instructions – Friends School area

Sign-in instructions

Marshal instructions