

Ex 30 Venue:	North Beach Park	Location:	Contact:	Night Time Hours
				7:00 PM - 6:15 AM

Max Parking Space	350
Peak Parking Needs	332
Peak Time	4:46 AM

Volunteer Shift Time		
Shift	Start	End
Shift 1	12:00 AM	12:00 AM
Shift 2	12:00 AM	12:00 AM
Shift 3	12:00 AM	12:00 AM
Shift 4		

Key:

	Parking		Toilets		Orange Ragnar Tent
	Cones & Tape		Dumpster		White Tent
	Van's Path		Power Access		Blue Tent
	Runner's Path		Water Access		Medical Tent
	Chute		Volunteer		Generator
	Trash Box		Camping Tent		Camp Fire

OVERVIEW



OVERVIEW NOTES:

Venue Contact:

DETAIL

Tent NOTES:

- #1-Volunteer Tent**
- 1-Orange tent top and frame
- 1-Table
- 1-Tablecloth
- 2-Chairs
- 2-Exchange bins
- Volunteer t-shirts, snacks, and water bottles
- #2-Hydration Tent**
- 1-Blue tent top and frame
- 1-Table
- 1-Tablecloth
- 2-Chairs
- 3-Coolers
- 3,300-Cups
- #3-Coffee and Hot Chocolate**
- 1-Orange tent top and frame
- 1-Table
- 1-Tablecloth
- 2-Chairs
- 3-Percolators
- 2,800-Cups
- Coffee, hot chocolate, creamer, stirring sticks, sugar packets
- Medical Tent**
- 1-Medic tent top and frame
- 1-Table
- 2-Cots
- 2-Coolers (for ice)
- 2-Medic bags
- 2-Chairs
- 2-Cases of water
- 3-White tent walls
- 1-Ext chord

DETAIL NOTES:

CHUTE PLACEMENT

The chute should be placed on the sidewalk.

PARKING INSTRUCTIONS

Use the parking lot indicated.

TRAFFIC CONCERNS

VAN/RUNNER FLOW

PORT-A-POTTIE PLACEMENT

PRIVATE PROPERTY CONCERNS

Runners need to be respectful of residents.

OTHER NOTES:

Volunteer Duties

A	Monitor exchange chute. Baton exchange must be between double orange tape. Record the time that teams finish. Announce approaching runners race numbers using megaphone.	2
B	Use radios from exchange bin to communicate incoming team numbers with Volunteer A.	1
C	Direct vans in and out of parking lot. Direct runners to chute on the other side of the school.	5
D	Make coffee and have hot water available for hot chocolate.	2
E	Have cups filled with water on the table for runners. Keep coolers full of water. Check toilets for toilet paper and change garbage bags when things are slow.	1
F	Check-in volunteers, distribute t-shirts, snack, and water bottles. Answer runner questions.	1
		12

Revision Dates:

1/9/2015

Exchange Open:

1:00 AM

Exchange Close:

9:30 AM

Inventory