

Airport Welcome Booth

WHERE TO GO

The Welcome Booth table is located inside the terminal at Willard Airport, Savoy. Enter through any of the doors on the east side of the terminal – the table will be set up near the bottom of the stairs.

PARKING

Park in any of the lots east of the terminal. **DO NOT PARK** directly in front of the terminal. Dated parking passes are in the tub of supplies inside the airport. When your shift is over, take **one pass** with the **correct date** and give your parking ticket and pass to the attendant as you leave the parking lot.

SUPPLIES AND SET UP

A plastic tub of supplies will be located inside the **Information Area** near the bottom of the stairs in the terminal. Access this area through the half-door (without a door knob). Reach over the door and open it from the inside. When you are finished with your shift return the tub to this location.

Inside the tub are these items (and possibly others!)

- Illinois Marathon Welcome Sign
- Table cloth
- 2018 Race Guides
- Convention Bureau Guides, maps, coupons and other materials
- 2018 Illinois Marathon magnets
- 2018 Finisher medals (**for display ONLY**)
- Volunteer shirts and bags
- Contact info for volunteers
- Coordinator contact info

Back for 2018: The Willard Airport team will be providing a WELCOME T-shirt for arriving guests. Please give each race guests one of these shirts as a gift from Willard.

RESPONSIBILITIES

Set up the table to display the Christie Clinic Illinois Marathon sign, race guides, visitor guides, maps, magnets, and finisher medals. **Medals are for display only—don't give them away!**

Wear your volunteer shirt. Greet runners, families and friends coming from flights, answer questions, give out race guides, visitor guides, and magnets. Make yourself comfortable and have fun!

AFTER YOUR SHIFT

Put the finisher medals back in the tub and return it to the Information Area location. Leave a large sign, a few magnets and other materials on the table. Remember to take your Volunteer shirt, Illinois Marathon string bag and parking pass.