

## **Race Shirt/Goody Bag Team 101**

### **When you arrive at ARC for your shift.....**

- Stop by the Volunteer Check In booth right inside the ARC doors, in the lobby to sign in, get your official Team shirt and drawstring back pack.
- Once again, Great Harvest Bread Company will host a hospitality room at ARC for vendors and volunteers (it is right outside the expo gym). There will be water, fruit, great bread, and other snacks. If you take a break during your shift, please visit the hospitality room.

### ***Responsibilities***

- Help organize and prepare race shirts and goody bags for distribution.
- Organize the distribution system.
- Hand out the correct items to the participants.

### ***Procedures***

**Loaders** will continually restock the distribution table.

**Exchange Agents** will man the counters, greet the runners, and distribute the correct size race shirt and the appropriate goody bag.

- ask the runners for their race bib
- note the shirt size on the bib
- get the appropriate shirt from one of the tables behind you
- mark the back of the race bib with an S (to indicate that their shirt has been picked up)
- give the bib back to the entrant, along with the appropriate shirt and a race goody bag

There will be a counter position and a set of chutes and tables for each race event, further divided into men and women for the full and half marathon.

**Mini i-Challenge participants** will have a counter between the 10K and 5K counters and will receive a shirt for the 5K and the 10K, along with a goody bag. The 5K/10K shirts are unisex.

**Full and Half I-Challenge participants** will have counters between the women's and men's counters for the full and half marathons, respectively. These runners will receive their marathon or half marathon race shirt and a goody bag (a drawstring back pack), inside of which will be stuffed a 5K goodybag. They will also receive their 5K shirt. The full and half marathon shirts are gender-specific. The 5K shirts are unisex.

**For the marathon relay or marathon relay I-challenge runners**, the team captain (or a team member) will be picking up all four of the teams shirts and bags. Don't ever split up relay team race shirts/goody bags.

As different needs arise during the packing and distribution of the race shirts and bags, volunteers may be asked to switch to different tasks to accommodate those needs.