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| 7:00 AM | 9:15 AM   | Anderson, Chennel | Main Tent Set Up | Main Tent - Check in & Registration | N/A | 1) Help unload van if any remaining items.
2) Get quick training on Laptop/tablet Check-In and Onsite Registration process. (See Amanda or Gil.
3) Check-In and Register participants.
4) Breakdown, clean up and reload van. |
| 8:00 AM | 11:00 AM  | Campany, Jean | Main Tent - Check In & Collect Supplies | Water Station 10K | Water Station Clean Up | 1) Report to Main Tent area to collect water station supplies.
2) Drive to 10K water station near water tower.
3) Set up and distribute water.
4) Breakdown water station, bring supplies back to Main Tent area and load into van. |
| 6:00 AM | 11:00 AM  | Cates, Amanda | Main Tent Set Up | Main Tent | Main Tent Clean Up Load Van | 1) Help unload van.
2) Set up Main Tent area.
3) Remain at Main Tent to help as needed.
4) Break down Main Tent area and reload van. |
| 6:00 AM | 11:00 AM  | Cates, Kinnick | Directional Signage Placement | Main Tent (or where needed) | Directional Signage Collection Load Van | 1) Help unload van.
2) Gather Directional Signage and drive to place at entrances and major park intersections.
3) Return to Main Tent and help as needed (see Amanda or Jill).
4) Drive to collect Directional Signage and bring back to Main Tent area.
5) Break down and load van. |
| 6:00 AM | 11:00 AM  | Concannon, Cate | Directional Signage Placement | Main Tent (or where needed) | Directional Signage Collection Load Van | 1) Help unload van.
2) Gather Directional Signage and drive to place at entrances and major park intersections.
3) Return to Main Tent and help as needed (see Amanda or Jill).
4) Drive to collect Directional Signage and bring back to Main Tent area.
5) Break down and load van. |
| 6:30 AM | 7:45 AM   | Chard, Jake | Main Tent - Course Marshals | Course Marshals | | 1) Report to Main Tent and check in with Jill.
2) Meet with Course Marshals and assign locations.
3) All Course Marshals set by 8:45 am.
4) Manage course sweep, collecting flags and bring back to Main Tent area. |
2) Help set up Timing Tent.
3) Set up Awards table and awards.
4) Awards distribution after races.
5) Break down Timing Tent.
6) Load van. |
| 6:00 AM | 11:00 AM  | Gattellero, Joe | Parking & Road Crossing Set-Up Main Tent Set Up (if needed) | Parking & Road Crossing | Parking & Road Crossing Clean Up Main Tent Clean Up Load Van | 1) Help unload van.
2) Stake and flag off road side in front of Main Tent.
3) Set up Canfield Rd crossing between Main Tent area and One Mile Area.
4) Set up “CAUTION” signs on either side of Canfield Rd Crossing.
5) Staff road crossing, parking assistance, general arrival questions. Trade off with Bonnie.
6) Break down Canfield Rd crossing, “CAUTION” signs and reload van. |
<p>| 7:45 AM | 11:00 AM  | Guglielmo, Paul | Timing Tent - MC Awards Set Up | Timing Tent - MC Awards Manage | | |</p>
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| 6:00 AM  | 11:00 AM  | Hockborn, Bonnie| Parking & Road Crossing Set-Up         | Parking & Road Crossing      | Parking & Road Crossing Clean Up                                                                                                           | 1) Help unload van.  
2) Stake and flag off road side in front of Main Tent.  
3) Set up Canfield Rd crossing between Main Tent area and One Mile Area.  
4) Set up "CAUTION" signs on either side of Canfield Rd Crossing.  
5) Staff road crossing, parking assistance, general arrival questions. Trade off with Joe.  
6) Break down Canfield Rd crossing, "CAUTION" signs and reload van. |
| 7:00 AM  | 11:00 AM  | Kamens, Melissa | Main Tent Set Up                       | Main Tent - Check in & Registration | Main Tent Clean Up Load Van                                                                                                                  | 1) Help unload van if any remaining items.  
2) Get quick training on laptop/tablet Check-In and Onsite Registration process. (See Amanda or Gill).  
3) Check-In and Register participants.  
4) Break down, clean up and reload van. |
| 7:30 AM  | 11:00 AM  | Klausner, Amy   | Main Tent Set Up - Refreshments & Water | Main Tent Set Up - Refreshments & Water | Main Tent Clean Up Load Van                                                                                                                  | 1) Set up water and refreshments in Main Tent area.  
2) Replenish water and refreshments as needed.  
3) Break down water and refreshments and reload van.  
**NOTE: WE NEED TO RETURN ALL UNOPENED WATER BOTTLES!!** |
| 8:00 AM  | 11:00 AM  | Kraynik, Sharon | Main Tent - Check In & Collect Supplies | Water Station 10K             | Water Station Clean Up                                                                                                                        | 1) Report to Main Tent area to collect water station supplies.  
2) Drive to 10K water station near water tower.  
3) Set up and distribute water.  
4) Breakdown water station, bring supplies back to Main Tent area and load into van. |
| 6:30 AM  | 7:45 AM   | Matthews, David | Directional Signage Placement         | Main Tent (or where needed)   | Directional Signage Collection Load Van                                                                                                           | 1) Help unload van.  
2) Gather Directional Signage and drive to place at entrances and major park intersections.  
3) Return to Main Tent and help as needed (see Amanda or Jill).  
4) Drive to collect Directional Signage and bring back to Main Tent area.  
5) Break down and load van. |
| 7:00 AM  | 11:00 AM  | Morrill, Makenzie| Main Tent Set Up - Refreshments & Water| Main Tent Set Up - Refreshments & Water | Main Tent Clean Up Load Van                                                                                                                  | 1) Help unload van.  
2) Distribute orange Volunteer T-Shirts as needed.  
3) Set up water and refreshments in Main Tent area.  
4) Replenish water and refreshments as needed.  
5) Break down water and refreshments and reload van.  
**NOTE: WE NEED TO RETURN ALL UNOPENED WATER BOTTLES!!** |
| 6:00 AM  | 11:00 AM  | Murawski, Julie | One Mile Set Up                        | Parking & Road Crossing      | One Mile Clean Up Load Van                                                                                                                   | 1) Help unload van.  
2) Set up One Mile area.  
3) Remain at One Mile area to start and finish race OR return to Main Tent area to help as needed.  
4) Break down One Mile area, bringing items to load into the van.  
5) Help clean up and load van. |
| 8:00 AM  | 11:00 AM  | Post, Christy   | Main Tent - Course Marshals            | Course Marshals              | Sweep & Flag Collection                                                                                                                     | 1) Report to Main Tent and check in with Jill.  
2) Meet with Course Marshals and assign locations.  
3) All Course Marshals set by 8:45 am.  
4) Manage course sweep, collecting flags and bring back to Main Tent area. |
| 7:00 AM  | 11:00 AM  | Reynolds, Nancy | Main Tent Set Up - T-Shirts            | Main Tent Set Up - T-Shirts   | Main Tent Clean Up Load Van                                                                                                                   | 1) Help unload van if any remaining items.  
2) Set up T-shirts in Main Tent area.  
3) Oversee T-shirt distribution.  
4) Break down T-shirts, clean up and reload van. |
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| 8:00 AM      | 11:00 AM       | Rozen, Eric | Main Tent - Check In & Collect Supplies | Water Station Clean Up | 1) Report to Main Tent area to collect water station supplies.  
2) Drive to 5K water station near water tower.  
3) Set up and distribute water.  
4) Breakdown water station, bring supplies back to Main Tent area and load into van. |
| 8:00 AM      | 11:00 AM       | Rozen, Tarryn | Main Tent - Check In & Collect Supplies | Water Station Clean Up | 1) Report to Main Tent area to collect water station supplies.  
2) Drive to 5K water station near water tower.  
3) Set up and distribute water.  
4) Breakdown water station, bring supplies back to Main Tent area and load into van. |
| 7:00 AM      | 11:00 AM       | Simpson, Ken | Main Tent Set Up - Check-In & Registration | Main Tent Clean Up | Load Van  
1) Report to Main Tent.  
2) Set up laptops/tablets, wifi.  
3) Learn check-in/registration process and be onsite for troubleshooting.  
4) Breakdown Main Tent and load van. |
| 6:00 AM      | 11:00 AM       | Sinsebox, Jeff | Main Tent - Sound Set Up | Timing Tent Clean Up | Load Van  
1) Help unload van.  
2) Set up Timing Tent (EPI 10x10 tent).  
3) Set up sound at Timing Tent.  
4) Help with other set up as needed (Main Tent, One Mile, Signage).  
5) Break down sound equipment and Timing Tent and reload van. |
| 6:00 AM      | 11:00 AM       | Sinsebox, Maureen | One Mile Set Up | One Mile Clean Up | 1) Help unload van.  
2) Set up One Mile area.  
3) Remain at One Mile area to start and finish race.  
4) Break down One Mile area, bringing items to load into the van.  
5) Help clean up and load van. |
| 6:00 AM      | 11:00 AM       | Smith, Chantal | One Mile Set Up | One Mile Clean Up | Load Van  
1) Help unload van.  
2) Set up One Mile area.  
3) Remain at One Mile area to start and finish race.  
4) Break down One Mile area, bringing items to load into the van.  
5) Help clean up and load van. |
| 7:30 AM      | 11:00 AM       | St. Germaine, Julie | Main Tent Set Up - T-Shirts | Main Tent Clean Up | Load Van  
1) Help with T-shirt distribution.  
2) Break down T-shirts, clean up and reload van. |
| 7:30 AM      | 11:00 AM       | Stotz, Stephanie | Main Tent Set Up - Refreshments & Water | Main Tent Clean Up | Load Van  
1) Help unload van.  
2) Gather Directional Signage and drive to place at entrances and major park intersections.  
3) Return to Main Tent and help as needed (see Amanda or Jill).  
4) Drive to collect Directional Signage and bring back to Main Tent area.  
5) Break down and load van. |
| 6:00 AM      | 11:00 AM       | Struss, Kayla | Directional Signage Placement | Directional Signage Collection | Load Van  
1) Help unload van.  
2) Gather Directional Signage and drive to place at entrances and major park intersections.  
3) Return to Main Tent and help as needed (see Amanda or Jill).  
4) Drive to collect Directional Signage and bring back to Main Tent area.  
5) Break down and load van. |
| 7:00 AM      | 9:15 AM        | Stuber, Heather | Main Tent Set Up | Main Tent Clean Up | Load Van  
1) Help unload van if any remaining items.  
2) Get quick training on laptop/tablet Check-In and Onsite Registration process. (See Amanda or Gill).  
3) Check-In and Register participants.  
4) Break down, clean up and reload van. |

**NOTE:** WE NEED TO RETURN ALL UNOPENED WATER BOTTLES!!