



Overview Notes		
CHUTE PLACEMENT	Both Chutes should be set up in the same area- see layout	
PARKING INSTRUCTIONS	Dark Let A First than work your way down	
PARKING INSTRUCTIONS	Park Lot A First then work your way down	
TRAFFIC CONCERNS		
VAN/RUNNER FLOW		
DUMPSTER PLACEMENT	Dumpsters to be placed in Parking Lot A - in the middle on the south side against the curb	
PORT-A-POTTIE PLACEMENT	Toilets to be placed in same location as dumpsters- doors facing hill- Push away from crub to give enough spacing for people to wait in line	
PRIVATE PROPERTY CONCERNS		
Other Notes		

Other Hotes

Exchange Bin, Binder, Tents, Chutes, tables, Chairs, and cones on site should be cleaned up and stacked by the curb for Course Set Up to pick up once the exchange has closed

Volunteer Duties		
Α	Manage parking flow, when slow, manage toilets and clean up exchange	4
В	Manage chute, cross team off team list. Make sure runners do not leave chute without nighttime gear during the appropriate hours.	2
С	Radioing incoming runner to volunteer at chute	2
D	Medals volunteer - Hand out longest leg medal	1
E	Water tent volunteer. Fill cups and water coolers. Manage toilets and clean up exchange	1
F	Monitor parking lot, make sure vans are parked in 1 spot and no one is sleeping on the ground around their van or on top of the van. Point them to sleep area at bottom of parking lot	2
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