

# VOLUNTEER DUTIES

## Water Station

Duties include setting up the station, filling and stacking cups with water and electrolytes, restocking cups throughout the course of the morning, handing beverages to runners as they come by, and finally cleaning up the area when the last runner passes. Getting wet and standing for long periods is required for this role.

## Cheer Station

Great for Groups or Corporate Sponsorship! You will be pumping up the runners as they make their way through the course. Be a key player in keeping the excitement and momentum going on course. Wear your team colors, make banners and posters with silly sayings. Duties include acting crazy, screaming, cheering, laughing — anything to bring out a smile on our runners/walkers! Standing for long periods of time is required — jumping with excitement is encouraged.

## Early Packet Pick Up | Either at the event site or at a sponsored location | 6:30 A.M. - 10:30 A.M.

Be behind the scenes and the first to see how the race weekend begins! Most of our packet pickups take place at the event site 2 hours prior to the start of the run. This is the first stop for runners as they prepare to run our race as they pick up their race packet and prepare for the race! Duties include organizing/handing out shirts, preparing goody bags, assisting runners with locating the start, greeting participants with smiles and answering questions/providing race information.

## Pre-Race Area | 6:00 A.M. | Two Hours Prior To Event

There is a lot to do before the event starts on race day! We need your help in the following areas:

1. Race Day Volunteer Check In: Help volunteers get checked in and ready to fill their role.
2. Race Day Packet Pick Up: Help participants retrieve their bib and participant shirt prior to the race.

## Floaters | 6:30 A.M. - 10:30 A.M.

"Floater" is the job for you! Duties will include being flexible and adaptable

## Course Guide | 7:30 A.M. - 10:30 A.M.

Directing runners/ walkers and keeping them safe along the route. Duties include a proper understanding of the course, being able to stop pedestrian and/or traffic while runners cross. Standing for long periods of time is required. Flagging the last walker on the course. One specialized area is trailing the last walker on the route which will signal the course management that the cones and directional signs or other equipment can be set aside or stacked up for collection.

## Post-Race Area | 8:30 A.M. - 11:30 A.M.

Be the first to greet the runners when they cross the finish line. We need your help in the following areas:

**Medals:** Reward the runners by giving them their hard earned medal. Duties include unwrapping medals and organizing on tables.

**Water distribution:** Hand runners bottles of water.

**Food Distribution:** Make sure there food at easy reach for the runners. Duties include restocking tables and passing out food to finishers.

## Tear-Down Crew | 10:00 A.M. - 2:00P.M. | At the conclusion of the event.

Duties include taking down signs, moving stalls, picking up trash from the surrounding area. Standing, bending, lifting 25-50 lbs, getting dirty are all required.

## Other Helpful Tips |

Attire options include clean jeans, khaki or athletic pants and comfortable shoes. Your prompt arrival and completion of your shift are vital to the success of the event. When you sign up, you commit to being present for that specific shift(s) during the entire length of that shift(s).

If it is the day of your scheduled shift and you find you cannot make it, please be considerate and contact [info@AztlanEvents.com](mailto:info@AztlanEvents.com) so we can adjust our roster.

No text/talk on your cell phone during your volunteer shift. If you need to make a call, arrange to step away briefly.

Pets are not allowed with you during your volunteer shift.

Depending on race needs, volunteer assignments may be reallocated — please be flexible.

