

## **Grinnell Games Weekend Staff Schedule/Assignments**

### **Monday, June 6**

All Day – Make sure freezer is empty

All Day – Bring any remaining items up from basement

### **Tuesday, June 7**

10:00am – Pickup water, almonds, snack bars and gift cards for participant packets from HyVee (Liz, Rachael)

1:00 pm – Participant Packets Assembled (Chamber) – Help from all available

### **Wednesday, June 8**

2:00 pm – Assign bib numbers and print labels

### **Thursday, June 9**

9:00 am – 5:00 pm – Packet pickup available

9:00 am – Jill Harris to help with Packet Pick-up

9:00 am – Warrior Run Obstacles (Violent V's, Grime Climb, tubes placed)

9:00 am – Begin loading trailer with all event supplies (Coolers, Gott Coolers, Water, signs, extra t-shirts, safe/cash box, beer/pop)

1:00 pm – Jill/Alyssa Hulsing to help with Packet Pick-up

3:00 pm – Pickup items from HyVee (Rachael, Liz)

6:00 pm – Starting Lines for ½ & 5K (Rachael, Emily, Liz)

### **Friday, June 10**

9:00 am – Jill Harris to help with Packet Pick-up

9:30 am – Pick-up Channelizers (40) from Poweshiek County DOT (Liz, Rachael)

11:00 am – Pick-up Channelizers (25) from Jasper County DOT (Liz, Rachael)

12:00 pm – Pickup sound system from GAAC (Liz)

1:00 pm – Kelli Johnson to help with Packet Pick-up

1:00 pm – Kory/Brandon pickup trailer, bring 10 bales downtown and remaining to Ahrens. Pick-up bball hoop from IValley.

5:00 pm – Setup fencing downtown. One/Two Rolls and 60 channelizers.

6:00 pm – 3 on 3 Court Setup (Brandon, Liz, Volunteers)

### **Saturday, June 11**

5:30 am – Place registration trailer (Kory, Rachael, Emily)

5:30 am – Put up Barricades downtown: will have a map with the specific ones needed (Liz, Brandon)

6:00 am – Begin setting up water stations (tent, table, coolers, trash cans) & Burma Shave/sponsor signs (signage map provided) (Brandon, David): 3 cones leading up to 5K split w/ signs in top of cones

6:00 am – Sponsor signage in place (Liz)

6:15 am – Volunteers begin arriving (Rachael, Liz when available)

6:30 am – Timing system setup (Kevin Lewis & Team)

6:45 am – Ben Latimer arrives and sets up sound system (4<sup>th</sup> & Main/4<sup>th</sup> & Broad)

7:00 am – Photo backdrop setup near finish line: NEED 4 Channelizer bases for weights (Liz)

7:00 am – Arts Council speaker system setup in front of Vets Building (Liz)

7:00 am – Race check-in begins (Volunteers, Emily)

7:30 am – All volunteers in place (Rachael, Theresa)

7:30 am – Post-race snacks set out (Liz, volunteers)

7:45 am – VFW (George Fowler) – Presentation of Colors (Liz)

7:50am – Pre-race announcements: Ben Latimer

7:55 am – Lily Hamilton: National Anthem

8:00 am – Race begins (Addison Jones, Ben L., Kevin, Rachael)

8:00am – Direct 5K/Half split at Park/4<sup>th</sup> Ave. (David)

8:15 am – Registration trailer moved to Broad on other side of trailer (Kory)

As races finish – hand out bananas, water, etc. (Liz, Volunteers)

9:00 am – Tent, tables (3-4) & chairs set up for 3 on 3 on north end of Broad & 4<sup>th</sup> (Liz, volunteer?)

9:30 am – Midwest Inflatables Arrives with inflatables

9:30 am – Assist with Kids Fun Run setup and organization (Liz)

10:00am – HyVee Arrives for food sales

10:00 am – 3 on 3 Check-in Begins (Volunteers)

10:00 – Noon – Farmers Market taking place in normal location

10:15 am – Post-race announcements and medal presentation. Use photo backdrop (Emily, Rachael)

10:30 am – Kids Fun Run begins

11:00 am – Tear down water stations & gather signage (Kory, Liz)

11:00 am – 3 on 3 Tournament Begins (Brandon)

11:30 am – Brian Bond (Bags Tourney) Arrives

12:00pm – 5K/Half Marathon results posted online (Emily)

12:00 pm – Sand Volleyball registration begins in trailer/at College (Liz, volunteers)

12:00 pm - Load up hay bales – take to Ahrens. Fencing can be rolled and brought to office. (Brandon, Kory)

12:00 pm – Bags Registration begins (Brian Bond, Bags Volunteers)

1:00 pm – Sand Volleyball Tournament Begins (Liz, Rachael)

1:00 pm – Bags Tournament Begins (Brian Bond)

2:00pm – Meet with Color Dash Staff (Rachael)

2:00 pm – TANG begins setup along with sound guys (Jon Edwards/Ben Latimer, Rachael)

3:00 pm – Move Registration trailer to College: JRC (Kory)

3:50 pm – Review rules/kick off Chase (Emily)

4:00 pm – Amazing Chase begins (Emily)

4:30 pm – Calculate Company Challenge totals (Emily)

5:45pm – TANG Sound Check (Jon Edwards/Mike Maly)

6:00 pm – Chase ends, do awards right away in central campus (Emily)

7:00pm – Splash tents/zones setup (Rachael, Liz, Emily)

8:00pm – Registration begins for UV Splash (Emily, volunteers)

8:15pm – Water Station setup (Liz)

8:30pm – Sponsor signage in place (Liz, Rachael)

9:30pm – UV Splash kicks off (Rachael, Emily, Liz)

10:45pm – UV Splash wraps up. Post-race announcements. (Rachael, Emily)

11:15pm – TANG Wraps up/tears down (Jon Edwards)

### **Sunday, June 12**

7:15 am – Place final obstacles – Specific map will be distributed (Kory, Brandon, et al.)

7:15 am – Pickup ice at Chamber (Liz)

7:30 am – Final check on all obstacles – ensure they're ready for the race start (All)

7:30 am – Signage placed – all obstacles, sponsor and parking signage (Liz, Emily, Rachael)

7:45 am – Setup timing system (Kevin Lewis & Team)

8:00 am – Volunteer check-in begins (Rachael)

8:00 am – Ben Latimer arrives and sets up sound system in gazebo

8:15 am – Photo backdrop setup near gazebo/party area: NEED 4 Channelizer bases for weights (Liz)

8:30 am – Registration begins (Emily, Liz, volunteers)

9:30 am – Post race snacks set out (Liz)

9:45 am – Beer out and iced down/Bar Setup under gazebo (Brandon, Liz)

9:50 am – National Anthem by Lily Hamilton

10:00 am – Race begins (Ben L., Rachael)

10:00 am – Bar/food volunteers arrive and will be stationed there

As race finishes - hand out bananas, water, etc. in gazebo (volunteers, Liz)

10:30 am – Showers will be available in the SW corner of the parking lot for participants (Fire dept.)

11:15 am – Winners Announced (TBD)

11:20 am – Post-race announcements: thank all for coming/participating. Company Challenge Winner announced. (Rachael, Emily)

11:30 am – Clean up registration and some obstacles (All)

12:00 pm – Event results posted online (Emily)

12:30 pm – Clean up bar area/bring back to chamber office

Other notes:

- We will have a few radios for the weekend to help communicate throughout the events (Rachael, Emily, Liz, Courtney, Brandon)
- Emily & Kevin Lewis (timing) will post printed results on trailer and website after races. Emily will post to website as time allows.
- We have a few gators for use Sunday at Warrior.
- Jun Taek will take photos throughout the weekend, particularly of new events.