

## 2024 Tails N Trails Volunteer Job Description / Duties

**VOLUNTEER ORIENTATION: THURSDAY, OCTOBER 5 – 6:00-7:00 PM**

**RUNNER PICK UP: THURSDAY, OCTOBER 5 -7:00-8:00 PM**

**SCHENKEL STATION, 11 W STATE STREET (NEXT TO RAILROAD TRACKS)**

Volunteer T-shirt pick up.

### DAY OF EVENT SCHEDULE

#### 5K/1 MILE FUN RUN/WALK

- ❖ 7:30 AM – 9:00 AM – EVENT SETUP
- ❖ 8:30 AM – 8:45 AM – ARRIVE AT HARTA TENT BY MAIN CRESTVIEW ENTRANCE
- ❖ 9:15 AM - Group Picture of Volunteers if Possible
- ❖ 9:30 AM – 10:30 AM -RACE REGISTRATION (Runner Pack Pick Up / Day of Registrations)
- ❖ 10:30 AM – WATER AID & RACE CREW VOLUNTEERS HEAD TO THEIR SPOTS
- ❖ 10:40 AM – RACE ANNOUNCEMENTS & **COSTUME JUDGING** & GROUP PICTURE OF RUNNERS
- ❖ 10:45 AM – 5K Runners Leave (Dogs at Back of Pack, Humans only front)
- ❖ 10:50 AM – 1 Mile Group Leaves (Dogs at Back of Pack, Humans only front)
- ❖ 12:15 PM – RACE ENDS & COSTUME AWARDS (HARTA TENT)

#### FESTIVAL

- ❖ 9:00 AM – FOOD TRUCKS ARRIVE
- ❖ 9:00 AM – 10:30- MARKET SETUP (Vendors arrive)
- ❖ 10:30 AM – 2:30 PM – Dog Lure Course
- ❖ 10:30 AM – 2:30 PM FESTIVAL
  - 9:30 AM – 2:30 PM – SUMMIT DISC DOGS UPDOG EVENT
  - 10:30 AM -2:30 PM – SPOOKY SCAVENGER HUNT
  - 10:30 AM – 2:30 PM – Just Princess Things & Friends
  - 10:30 AM – 2:30 PM – TRICK OR TREAT
  - 2:30 PM – Festival Ends, Time for Clean Up

**PLEASE FEEL FREE BEFORE OR AFTER YOUR SHIFT TO ENJOY THE MANY FESTIVAL ACTIVITIES AND GRAB SOME FOOD FROM THE FOOD TRUCKS**

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### **Dog Lure Course**

- Explain how the course works.
- Have participants sign waivers.
- Charge, \$5 for 2.5 minutes

### **Registration**

- Check-in online race registrants using a paper check-off sheet
  - **RUNNERS RECEIVE A T-SHIRT** if they register **BY SEPTEMBER 15**
    - Those after **SEPTEMBER 15** – Pull a t-shirt from the day of box (available while supplies last)
  - **Dogs w/ Owners – receive a roll of poop bags & a goodie bag while supplies last.**
- **Day of runners** fill out paper registration form or scan the QR code to complete with their phone and

### **Water Aid Station**

- Hand Out Water to Runners
- Cheer Runners on

### **Parking**

- Directs guests to their designated parking areas.
  - Vendor
  - Volunteers
  - Food Trucks
  - Guests

### **Market Vendor Coordinators**

- Check-in and direct vendors to their market spots

### **Race Crew/Course Marshalls**

- **SAFETY IS OUR #1 Goal**
- Direct Runners on the Course
- Stop Runners if the intersection is not safe
- Wave the runners through the intersection if it is safe.

### **Photographer**

- Capture the happenings during the event.

## **Tear Down**

- Tear down Tents.
- Verify bathrooms are clean.
- Bag all garbage and place it in the back of the truck.
- Remove Parking Signs & Flags
- Remove Event Signs
- Leave the Area better than we found it.

## **Setup**

- Setup registration tables
- Setup water aid stations
- Setup Race Flags
- Setup Family Fun Zone
- Setup HARTA & Humane Society Tents

## **HARTA Tent**

- Represent the HARTA board.
- Pass out information regarding HARTA.
- Encourage people to do the Spooky Scavenger Hunt.
- Sell HARTA goodies.

## **Humane Society Tent**

- Represent the Humane Society board.
- Pass out information regarding the Humane Society
- Lickable Paint booth
- Sell Humane Society Goodies