Master Key for Layouts

Tents:

1 Orange Ragnar Tent Top

First Aid

1 Sponsors

Reebok/ Ragnar Arch

Reebok leg Mini Arch

Merch tent

Exchange Chute Options:

Additional Cones and Tape

4 cones: to be used on a trail or when there's no need to create any crowd control

6 cones: to be used on most exchanges, 2 cones on road side, 4 on chute side. Use 6 to create crown control, keep people out of road

L Shape: Used when runners do not go straight thru but cross to the left or right as soon as the next runner takes off

U-turn: to be used for out and back exchanges

Major Ex Chute: 2 pieces of ped fencing with banner hung on ped fencing

Symbols for volunteers:

A B C D E F G H I J K L M N

Other Symbols:

Runner's Path:

Van's Path

Parking: insert shape, make it yellow and put at 75% transparency. Overlays parking area(s).

Sleeping Area: insert shape, make it blue and put at 75% transparency. Overlays sleeping area(s).

No Parking Area: either vol or sign enforced

Ragnar Garbage Boxes:

Power Access:

Water Access:

Light Tower:

Portable Toilets: be sure the doors are facing the correct

Police Officer:

Table(s) and Chairs

Fire Pit:

COS (Chariot of Sweetness) or FJ:

COS FJ

PA System:

Water Station Location:

Dumpster

Master Inventory List
**ALL INVENTORY
Binders (1 per exchange)
Bowls (Plastic/Mixing bowl) or Baskets
Chairs (Sponsorship + Ops)
Charcoal
Coffee (lbs)
Construction Lights
Creamer (powder containers)
Exchange BIN (1 per exchange)
Extension Cords
Fire Extinguishers (1 per generator)
Fire Pits
Garbage Boxes (S/F/Majors/WS)
Gas Cans - Empty (1 per generator)
Generators (Big 7500 Watt- 1 to S/Ex6, 1 for per perculator set)
Generators (small Red Generators- Majors)
Hoses (Potable)
Hot Chocolate Packets
Lighters
Megaphones: Small (1 to each Major)
Napkins
Pancake Mix
Paper Plates
Perculator (2 sets of 3)
Plastic Forks
Plastic Knives
Plastic Spoons
Portable Toilets
Power Strips (1 per major)
Radio: Large Black (3- start, 3- Ex 6)
Roasting Sticks
Saran Wrap Rolls (1 per major)
Serving Utensils
Sugar Packets
Syrup
Tables
Table Cloths: Ragnar Blue
Tent- Medic
Tent- Orange
Tent Walls- Orange
Tent Weights (exact count- standard is 2 per tent)
Tent Stakes (bin)
Toilet Paper
Water Bottles
Water Coolers

Water Cups - cold cups (5oz) (1.2 cups per runner for WS)
Water Cups - hot cups (8oz) (1.3 cups per runner)
Water Keys (1 per major)
Wipes
****SAFETY/MEDIC**
S/F Clipboards (1 Bin)
Cots
EX 6 Clipboards (1 Bin)
Medic Hats
First Aid Bin (1 per major)
Safety Briefing Road Case (1 per Start/Ex 6)
Crank Tripod Stand (1 per Start/Ex 6)
Safety PA Stand (1 per Start/Ex 6)
Safety Speaker (1 per Start/Ex 6)
Goal Zero Banner (1 per medic tent)
Goal Zero String Lights (1 per medic tent)
Goal Zero Batteries (1 per major)
****START/ EX 6/ FINISH**
A-Frames (Particpant Direction-1 to S/Ex 6)
Arch
Bags: Orange Packet Pick Up (S/Ex 6 -1 per van)
Bags: Orange T-shirt Bags (Start- 1 per team)
Bags: Participant Blue Recycle (1 per van)
Bags: Participant Clear Garbage (3 per van)
Barrels - (4 weigh down Clif Arch at Ex 6)
Bibs (Safety pins, Reg, Ultra, Van)
Blowers - Green (1 to Start, 1 to Ex 6. Arch)
Blowers- Yellow (1 to S/F porta-board)
Clif Bar Product (6 per team at Start & Ex 6)
EX. 6 PA Box (speaker, system, microphone, power cord, aux cable, Ipod)
Ex. 6 Registration / Check-in Materials
Flags - Safety (Team vans- 2 per van)
Medals (Connector Pieces)
Medals (Double)
Medals (Regular, Ultra)
Monster Product (6 per team at Start & Ex 6)
Participant Shirts
Photo Back Drop
START/ FINISH Speakers
Start/Finish PA Box (wireless microphone, power cord, aux cable)
Sustainable Arch Blowers (1 to S/F Arch)
Tattoos (6 per team at Start & Ex 6)
Tear Drop Flags (Start line)
Van Decals (All to the finish)
****SPONSOR**

Bondi Band Tent and Frame
Bondi Band Chute Banners (2 to Start and Finish)
Chute Frames (29 at Start and Finish)
Clif Bar Arch (Ex 6)
Clif Chute Banners (2 at Start and Finish)
Clif Teardrop Flags (2 to start line)
Clif Vinyl Banner (1 to every Major)
Jaybird Chute Banners (2 to Start and Finish)
Monster Rehab Tent & Frame
Muscle Monster Tent & Frame
MyID Teardrop Flags (6 Total, Safety Briefings at Start and Ex 6)
Nathan LEDs (drop off at Exchange 6, placed on course)
Nathan Pee Banner (Ex 6 & Finish)
Nathan Tablecloth (1 per major)
Nathan Tent & Frame (Ex 6 & Finish)
Nathan Water Cooler Wraps (1 per major)
Nathan Water Station Flags (1 per major)
Nuun Branded Tent & Frame (1 to ex 6 and finish)
Nuun Chute Banners (1 at Start and Finish)
Nuun Teardrop Flags (1 at Start and Finish)
Nuun Water Coolers (3 to ex 6 and finish)
Pear Flags (2 at start and finish)
Pro Compression Chute Banners (2 at start and finish)
Pro Compression Tent & Frame
Sierra Nevada Chute Banners (2 at Start and Finish)
Sierra Nevada Sign (Finish)
Sierra Nevada Tent & Frame (1 at Ex 6, 2 at Finish)
Smartwool Chute Banner (2 at Start and Finish)
Smartwool Teardrop Flags (2 at Start and Finish)
SweatVac Chute Banner (1 at Start and Finish)
The Tube Teardrop Flags (2 at Start and Finish)
TomTom Chute Banners (2 at Start and Finish)
Trigger Point Teardrop Flags (2 at Start and Finish)
Major Exchange Signs (1 per major)
Single Feet (2 per major)
****TURN SIGNS**
1 mile to go
Arrows (match with Van and Sleeping Signs)
Cross then Left
Cross then Right
Cross then Run Against Traffic
Cross then Run W/Traffic
Cross with Caution
Exchange Signs
Left
No Parking

Respect Residents
Right
Run Against Traffic
Run on Grass
Run on Sidewalk
Run on Trail
Run with Traffic
Sleeping
Straight
Van Directional
Water Station Cones with Blue LED
Other Sign
Additional CONES
PED FENCING

Not listed in drop down lists- only on inventory sheet:
Amber Flashing Lights (for SWAT vehicles)
Course Set Up Caution Lights (2 per Course Set Up)
Bolt Cutters (1 for Floater 1)
Jumper Cables
Staff Stickers
Course Set Up Stickers
Tow Rope
Orange Flagging Tape
Rubber Bands
LEDs
SWAT BIN
Volunteer Medals
Volunteer Wristbands
Volunteer Hats
Flags - Safety (Staff- 2 per vehicle)
Volunteer Goodies
Water Bottles (Volunteers)

Not listed on inventory sheet, only on layouts:
Portable Toilets

The RD MUST fill out each cell that is in Yellow. The inventory quantities for water station will auto populate to
The RD will sill need to create a Water Station layout and fill out the appropriate quantities on Layouts. Make s

For all the Start, Finish, Major and Minor Exchange Layouts the RD will select inventory from the drop down me
For any 'Unquie Item' the RD must manually enter in the appropriate section on the layout AND on the appropr
DO NOT add lines above the Inventory Section on ANY layout or ADD any columns, doing this will negate the section.

Race Information		
Team Count		535
Night Time Hours		8:00 PM- 5:45 AM

Assumptions	
Water Coolers/station	4
Cups/Runner	0

The Race Director MUST indicate how many water stations are on each leg and who manages.

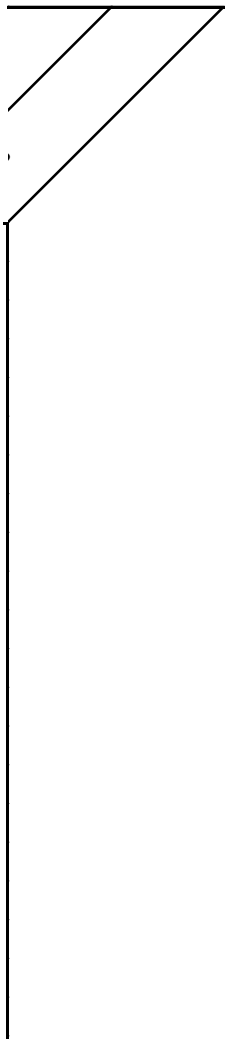
Leg	Night Time Leg	# of Water Stations	# of WS with Volunteers	Table	Cooler	Garbage Box	Cups	Exchange Bin	Binders
1	1	1	0	1	4	1	0	0	0
2	1	0	0	0	0	0	0	0	0
3	1	1	0	1	4	1	0	0	0
4	1	0	0	0	0	0	0	0	0
5	1	0	0	0	0	0	0	0	0
6	1	0	0	0	0	0	0	0	0
7	1	0	0	0	0	0	0	0	0
8	1	1	0	1	4	1	0	0	0
9	1	0	0	0	0	0	0	0	0
10	1	0	0	0	0	0	0	0	0
11	1	0	0	0	0	0	0	0	0
12	1	0	0	0	0	0	0	0	0
13	1	0	0	0	0	0	0	0	0
14	1	0	0	0	0	0	0	0	0
15	1	0	0	0	0	0	0	0	0
16	1	0	0	0	0	0	0	0	0
17	1	0	0	0	0	0	0	0	0
18	1	0	0	0	0	0	0	0	0
19	1	0	0	0	0	0	0	0	0
20	1	0	0	0	0	0	0	0	0
21	1	0	0	0	0	0	0	0	0

22	1	0	0	0	0	0	0	0	0
23	1	1	0	1	4	1	0	0	0
24	1	1	0	1	4	1	0	0	0
25	1	0	0	0	0	0	0	0	0
26	1	0	0	0	0	0	0	0	0
27	1	0	0	0	0	0	0	0	0
28	1	0	0	0	0	0	0	0	0
29	1	0	0	0	0	0	0	0	0
30	1	0	1	0	0	0	0	1	1
31	1	0	0	0	0	0	0	0	0
32	1	0	1	0	0	0	0	1	1
33	1	0	0	0	0	0	0	0	0
34	1	0	0	0	0	0	0	0	0
35	1	0	0	0	0	0	0	0	0
36	1	1	0	1	4	1	0	0	0
				6	24	6	0	2	2

How this Works

the Master Inventory Sheet to the appropriate Manger (Water station manager or Course Manager)
ure the quantities on Layouts match the inventory below

enu in the inventory section and put in your quantities. This will auto populate to the Master Inventory Sheet.
riate Leg/Exchange on the Master Inventory Sheet. These quantities MUST match
auto populate function of the Layout/Master Inventory Sheet. If you need more space for your layouts place



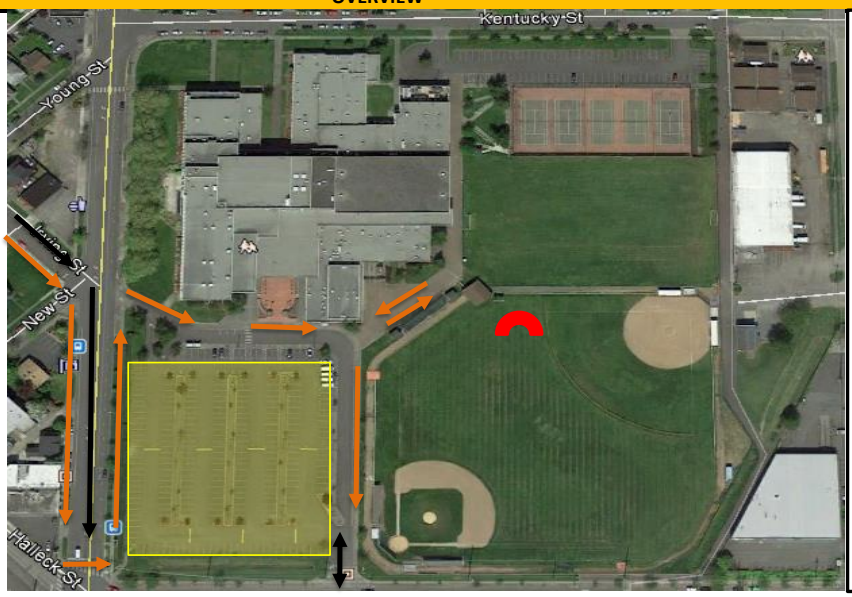
below the inventory

Ex 6 Venue:	High School	Location:	Bellingham High School 2020 Cornwall Avenue Bellingham, WA	Contact:	Night Time Hours:
Max Parking Space	251				8:00 PM- 5:45 AM
Peak Parking Needs	NA				
Peak Time	NA				

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Trash Box
- Toilets
- Dumpster
- Power Access
- Water Access
- Light tower
- Volunteer (A)
- Orange Ragnar Tent
- Sponsor Tents
- Medic
- Safety Briefing
- Police Officer
- Merch Tent (M)
- Arch
- No parking
- Merch Uhaul

OVERVIEW



Main parking in front of Bellingham High School. Overview Notes

Overflow parking off Kentucky Street behind the tennis courts.

Runners will approach on Irving Street and turn right on Cornwall Avenue to cross the street with the light and crosswalk. They will then run back on Cornwall and turn right into school parking lot to access chute area.

Volunteer should be placed at light to direct runners back north towards school entrance.

Parking Overview

DETAIL NOTES:	
CHUTE PLACEMENT	Chute is in the field, placed in front of the field North entrance.
PARKING INSTRUCTIONS	Overflow parking behind the tennis courts, or legal street parking. Parking will be very tight at the peak. Direct people to park in the back and street parking
TRAFFIC CONCERNS	Coming in and out of the school may be tight. When parking is full, direct vans to overflow.
VAN/RUNNER FLOW	Runners will run a loop to cross Cornwall Avenue with the light. Place volunteer to help direct.
PRIVATE PROERTY CONCERNS	TRASH! Make sure trash is picked up throughout the event. MUST NOT LEAVE ANY TRASH IN PARKING LOT CANS OR ON PREMISES.

OTHER NOTES:

Use Dumpster onsite.
Security arrives 9:00 PM Thursday to 9:00 AM Friday. Release as soon you arrive.

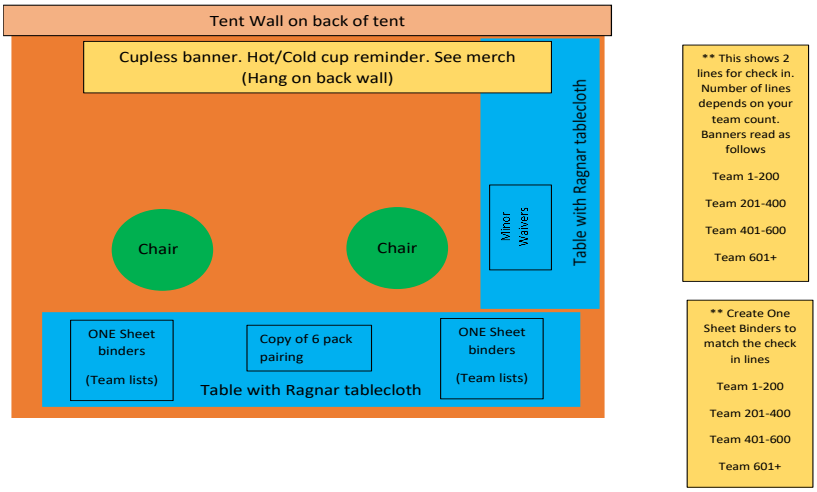
IMPORTANT: Keep all Van 1 & Van 2 inventory separated: Kind Bars, Bibs, Flags, etc.

Volunteer Duties		
A	Mange Gear check in: 6 vests, 2 lights and 2 tail lights. Have runners sign waivers if they haven't done so	3
B	Direct runners to the next safety briefing. Do not let runners in 1/2 way through safety talk. Must be present for entire video	2
C	Flag Check out. After safety briefing they will hand you Flag Sheet, you will give them 2 flags. Have each team type in their phone number for Race Command.	3
D	Hand out T-shirts, race numbers and Goodie Bags	6
E	Water Tent: fill coolers and cups of water	2
F	Greet runners and assist them through the registration process. 1- Gear Check in, 2 - Safety Briefing, 3 - Flag Check out, 4 - Race Numbers, Tees, Goodie bags. 5 - Start!	1
G	HQ Tent	2
H	Partnership	1
		20

Inventory

Team Count	Tents	Tables & tabl	Tent Walls	Chairs	Volunteers	Cones
TENT #1 GEAR CHECK IN						
500 teams	2	2	2	3	3	0
TENT #2 SAFETY BRIEFING						
500 teams	1	1	0	2	2	9
TENT #3 FLAG CHECK						
500 teams	1	2	1	3	3	2
TENT #4 BIBS/ PARTNER GIVEAWAYS						
500 teams	3	3	3	6	6	3
TENT #5 T-SHIRTS						
500 teams	4	5 / 2 T.cloths	4	5	5	0
TENT #6 HQ						
500 teams	1	2	1	2	2	0
TENT #7 WATER TENT						
500 teams	1	1	1	1	2	0
TENT #8 MDM Tent						
500 teams	1	1	1	1	0	0
TENT #9 EMCEE TENT						
500 teams	1	2	1	2	2	0
Medic Tent						
500 teams	1	1	3	2	0	0
	16	16	17	27	25	14

Gear Check



** This shows 2 lines for check in. Number of lines depends on your team count. Banners read as follows

Team 1-200

Team 201-400

Team 401-600

Team 601+

** Create One Sheet Binders to match the check in lines

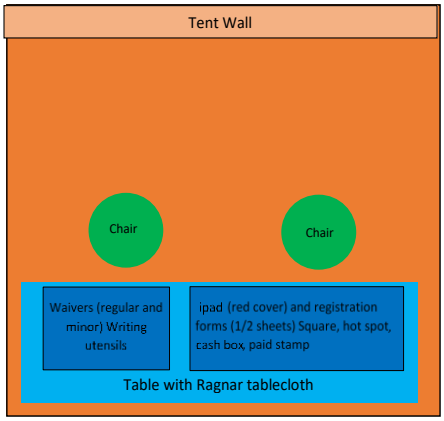
Team 1-200

Team 201-400

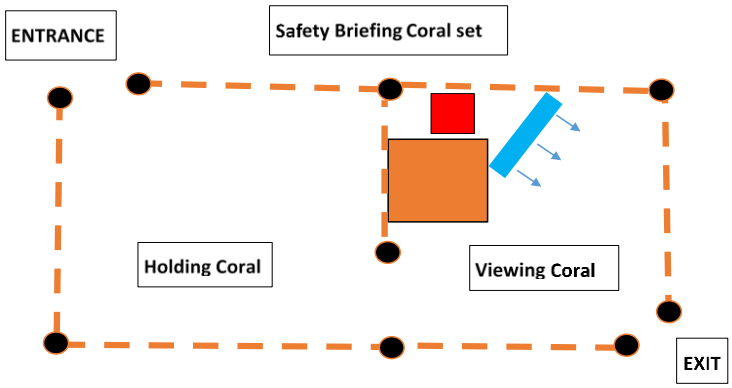
Team 401-600

Team 601+

HQ tent



Ragnar HQ



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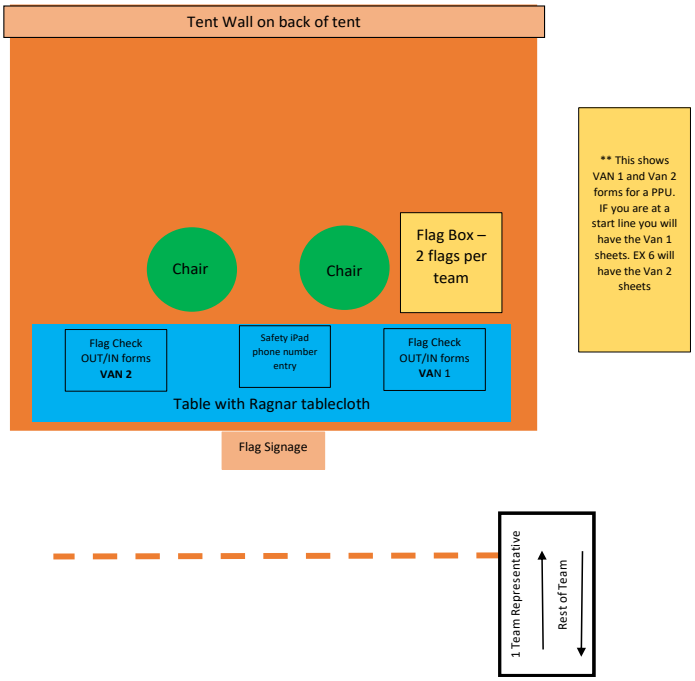
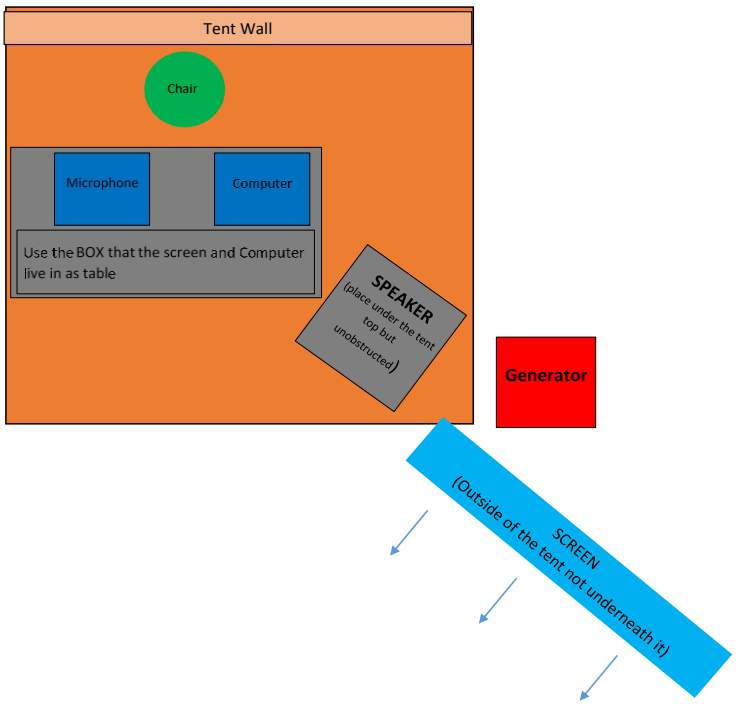
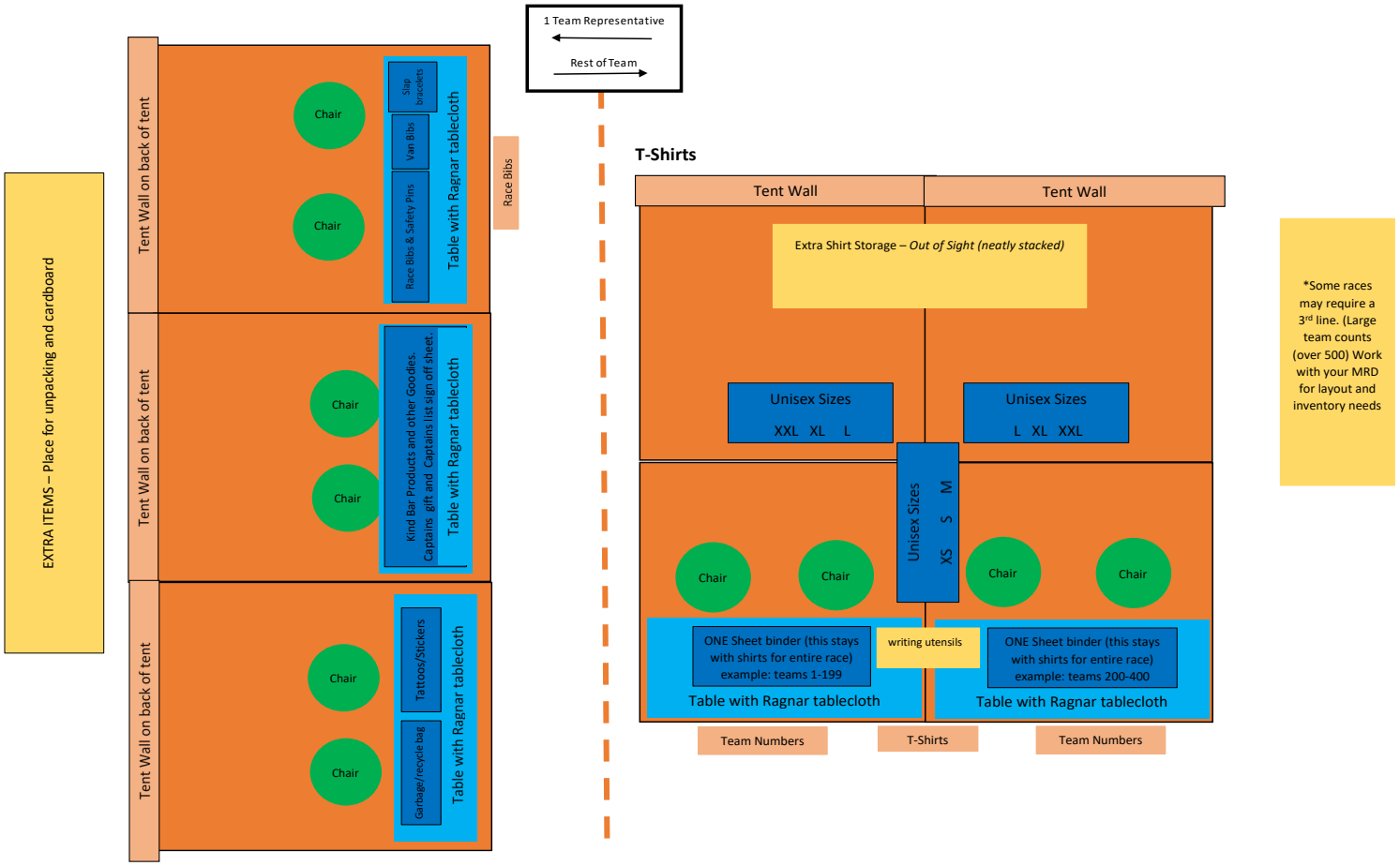


Safety Briefing



Goodie Bags (Bibs etc..)

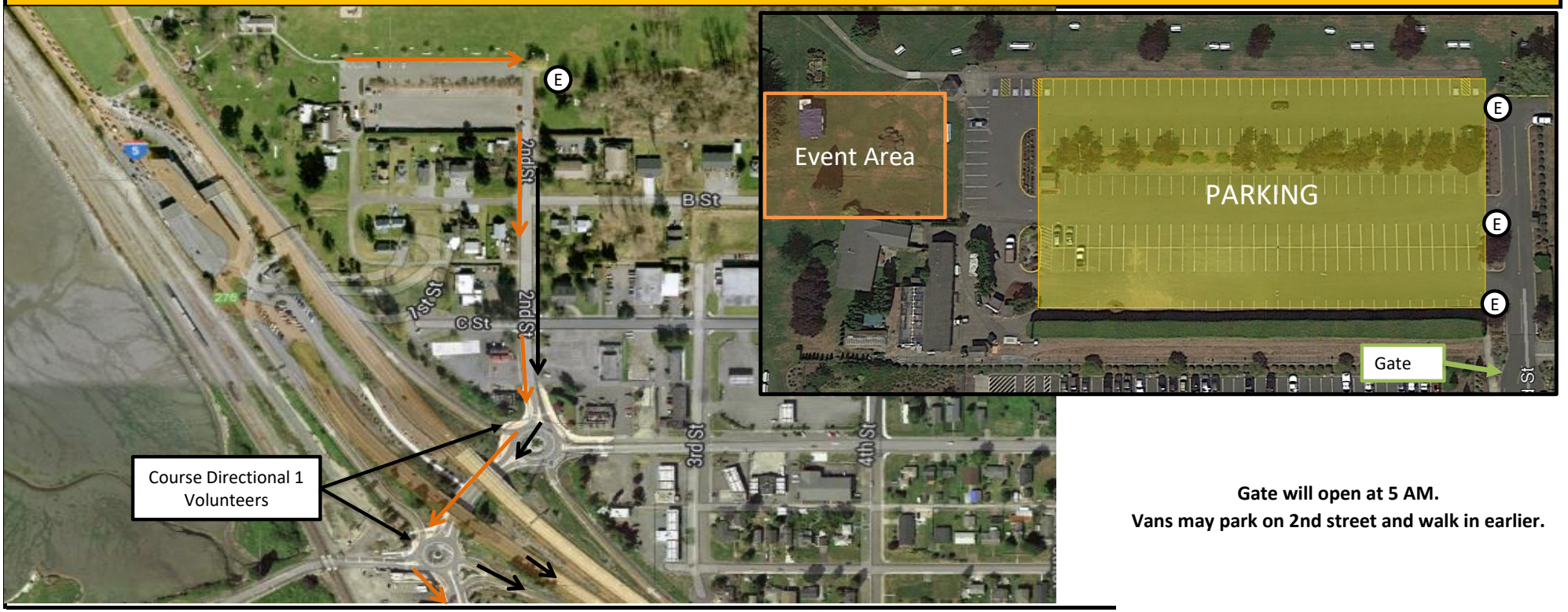


Start Venue:	Peace Arch State Park	Location:	Peace Arch State Park 123 2nd St Blaine, WA 98230	Contact:		Night Time Hours:	8:00 PM- 5:45 AM
Max Parking Space							
Peak Parking Needs							
Peak Time	7:00 AM						

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Trash Box
- Toilets
- Dumpster
- Power Access
- Water Access
- Light tower
- Volunteer
- Orange Ragnar Tent
- Sponsor Tents
- Medic
- Safety Briefing
- Police Officer
- Merch Tent
- Arch
- No parking
- Merch Uhaul

OVERVIEW



Gate will open at 5 AM.
Vans may park on 2nd street and walk in earlier.

DETAIL

DETAIL NOTES:	
CHUTE PLACEMENT	Place Chute in the grass, facing towards the parking lot.
PARKING INSTRUCTIONS	Gate opens at 5am, if we need more parking use street parking on 2nd street
TRAFFIC CONCERNS	Volunteers MUST be stationed at both roundabouts. There is course directional shift to cover the roundabouts.
VAN/RUNNER FLOW	Runners will run through parking lot, have volunteers hold vans to allow start waves to leave park
PORT-A-POTTIE PLACEMENT	Place in parking lot, lined up back to back
PRIVATE PROERTY CONCERNS	Venue near homes, keep it reasonably quite in the morning hours.

OTHER NOTES:

Music and Announcing: Keep music low for the first hour to respect the houses near the start line

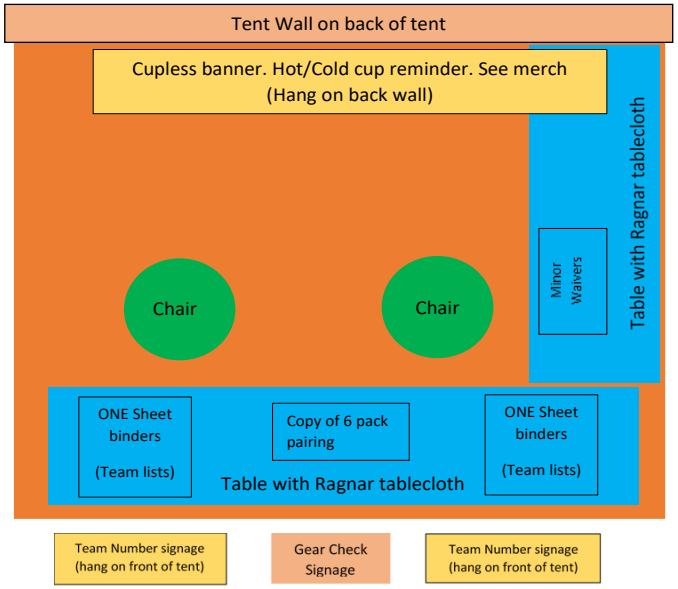
Dumpster Info: Will be dropped Thursday AM. Must keep all trash in dumpster. Do a thorough sweep when start line closes. Trash must be IN the dumpster and not around or on the ground. Must not be piled above rim. Pick up Monday AM. Place dumping sign when you leave. "Not a Public Dump, $500 dumping fine."

Volunteer Duties

A	Direct traffic & assist w/ vehicle parking. Keep flow of traffic moving efficiently at all times - BE ASSERTIVE. Make sure vehicles are moving at a safe speed and are observant of runner/pedestrian locations. Keep onlookers OUT OF ROAD. Instruct outgoing runners to turn right and run with traffic along driveway into park until sidewalk begins/ pick up trash during start waves	3
B	Mange Gear check in - make sure participants have, 6 vest, 2 lights, and 2 tail lights. Check one sheets, send teams to HQ if needed	2
C	Safety Briefings: Direct runners to the next safety briefing. Do not let runners in once a briefing has started. Must be present for entire talk	3
D	Flag Checkout:Have teams sign flag sheet, give each van 2 flags, enter phone numbers in to the google doc	6
E	Ragnar HQ Tent: Handing out Kind, Runner Tats, Runner bibs, Vans bibs, etc.	3
F	Hydration tent. Fill cups w/ water and place on the table. Keep the water jugs filled. Pick up trash around the Hydration Station	2
G	Assist announcer	19

Inventory Items						
	Tents	Tables/t.cloths	Tent Walls	Chairs	Volunteer	Cones
TENT #1 GEAR CHECK						
500 teams	2	2	2	3	3	0
TENT #2 SAFETY BRIEFING						
500 teams	1	0	0	2	2	9
TENT #3 FLAG CHECK						
500 teams	1	2	1	3	3	2
TENT #4 BIBS/ PARTNER GIVEAWAYS						
500 teams	3	3	3	6	6	3
TENT #5 WATER TENT						
500 teams	1	1	1	2	2	0
TENT #6 ANNOUNCER/ TIMER						
500 teams	1	2	1	2	1	0
Medic Tent						
500 teams	1	1	3	2	0	0
Partner Tent						
	0	1/0	0	2	0	0
	10	12/11	11	22	17	14

Gear Check



** This shows 2 lines for check in. Number of lines depends on your team count. Banners read as follows

Team 1-200

Team 201-400

Team 401-600

Team 601+

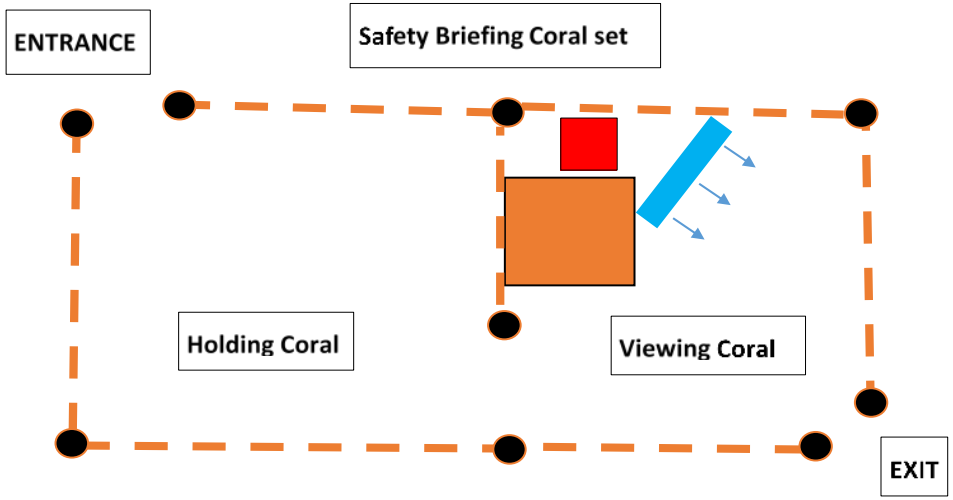
** Create One Sheet Binders to match the check in lines

Team 1-200

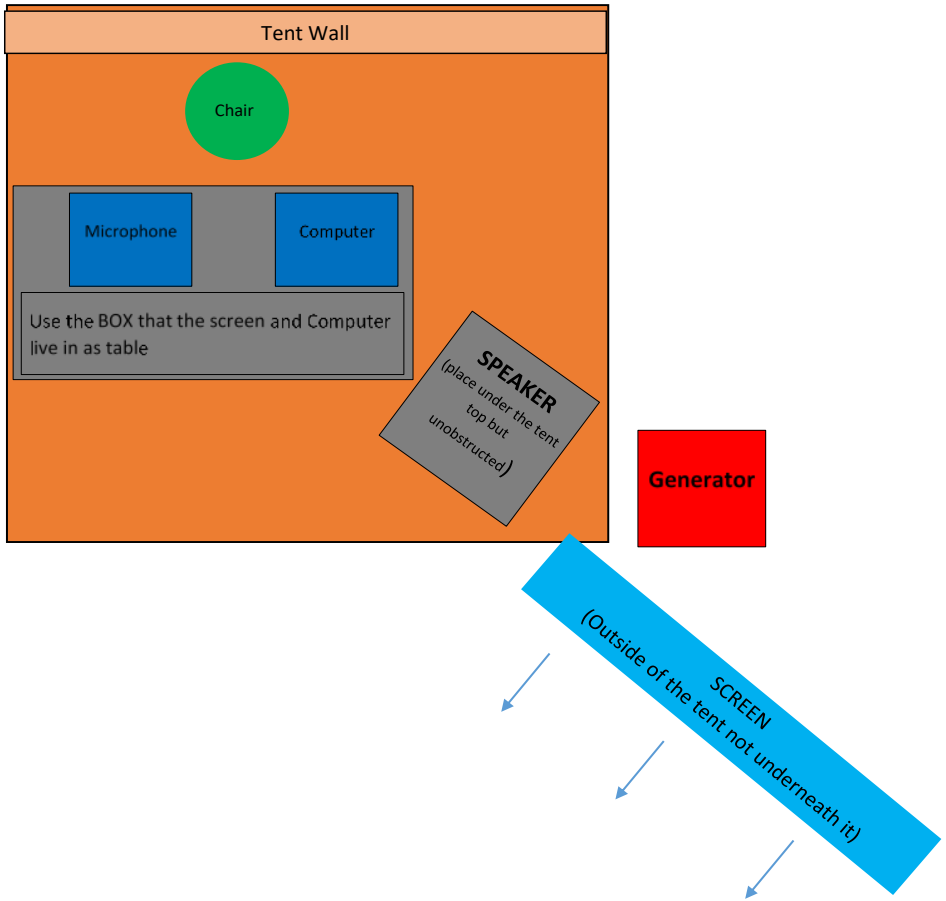
Team 201-400

Team 401-600

Team 601+



Safety Briefing



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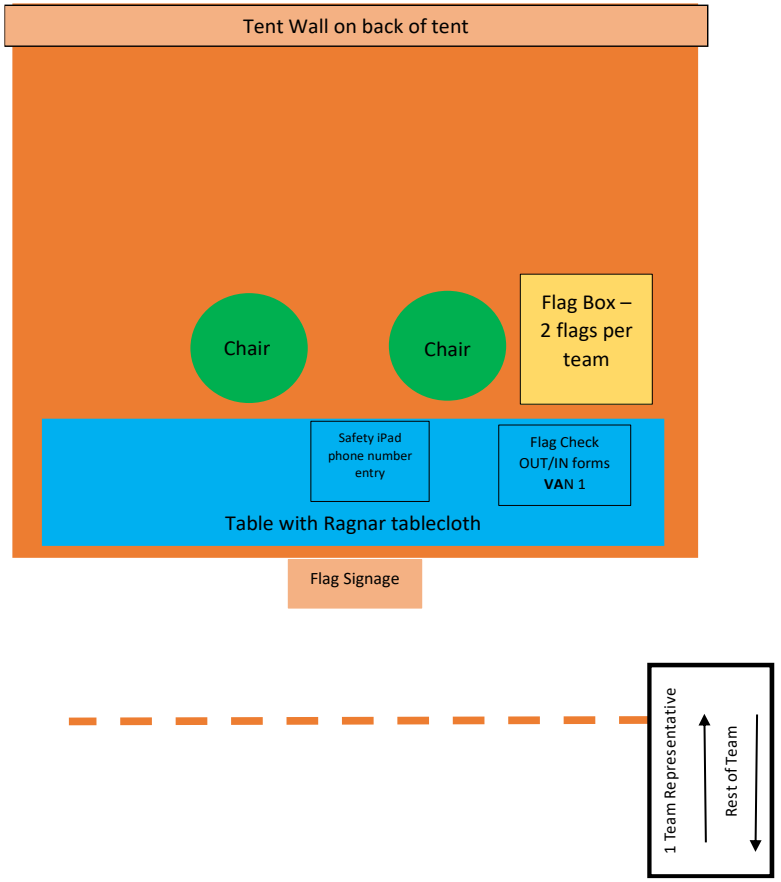
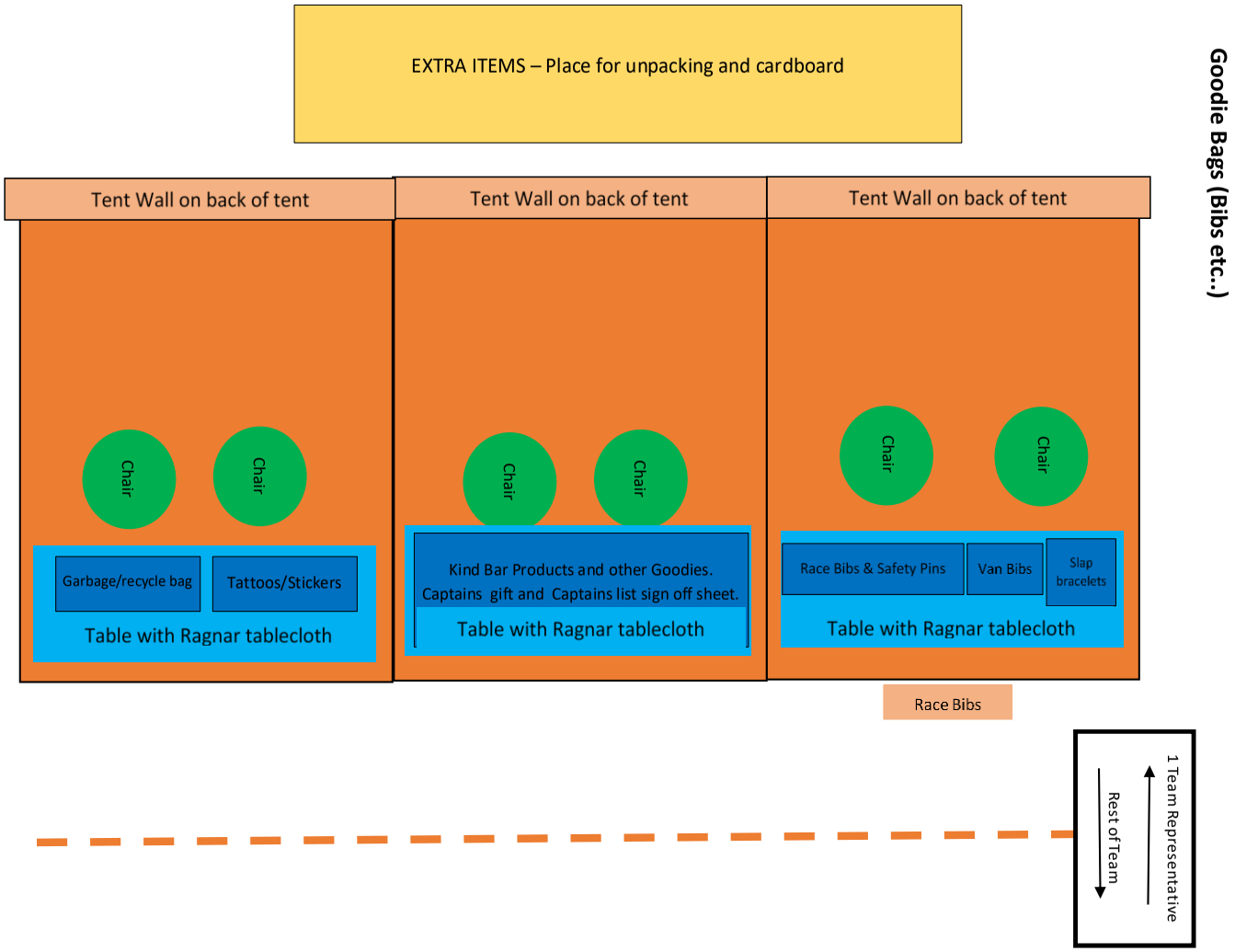
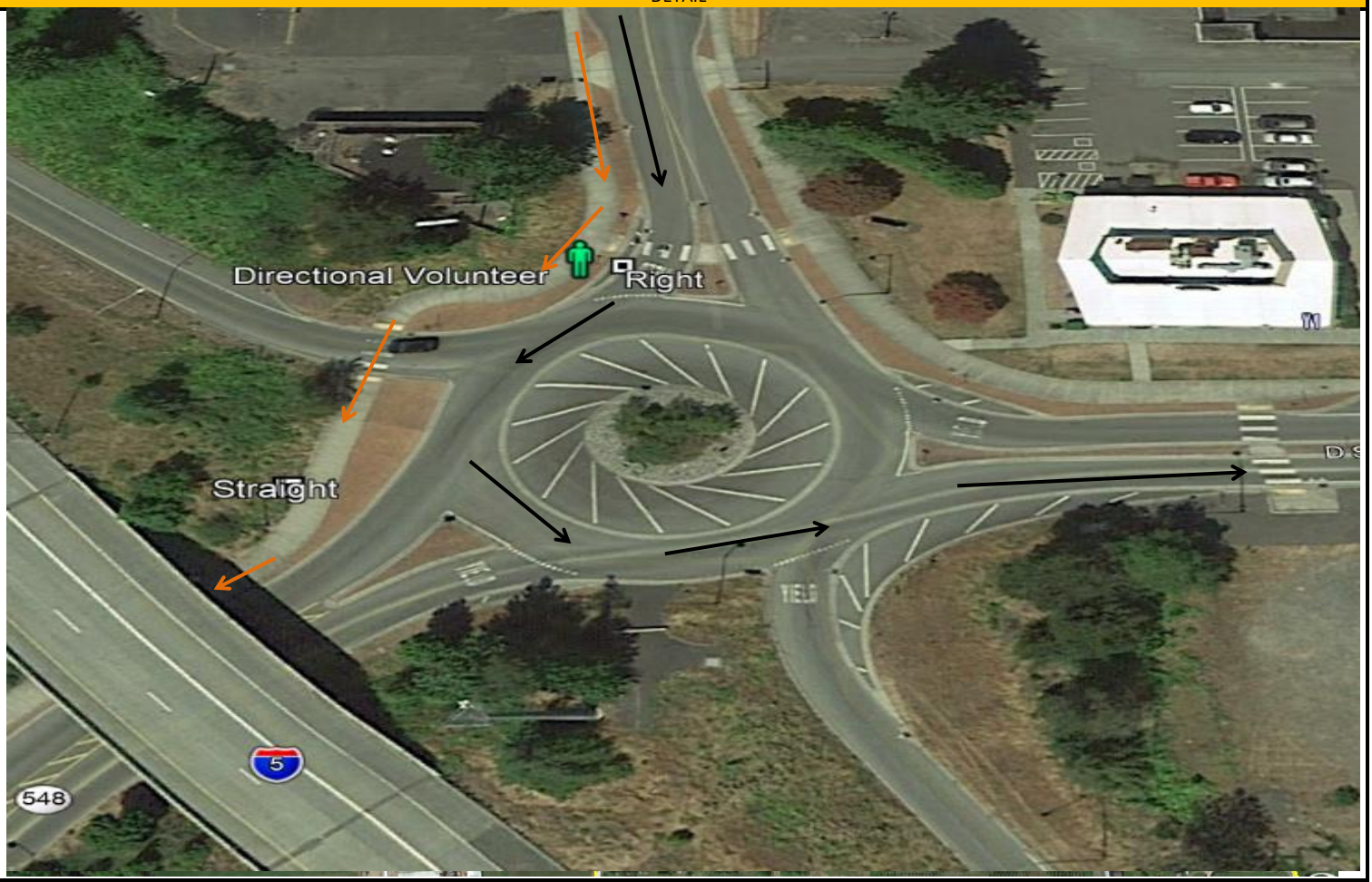



EXTRA ITEMS – Place for unpacking and cardboard
Goodie Bags (Bibs etc..)
Tent Wall on back of tent
Tent Wall on back of tent
Tent Wall on back of tent
Chair
Chair
Chair
Chair
Chair
Chair
Garbage/recycle bag
Tattoos/Stickers
Table with Ragnar tablecloth
Kind Bar Products and other Goodies.
Captains gift and Captains list sign off sheet.
Table with Ragnar tablecloth
Race Bibs & Safety Pins
Van Bibs
Slap bracelets
Table with Ragnar tablecloth
Race Bibs
1 Team Representative
Rest of Team

CD Leg 1	Location: 48.998367, -122.751641 First Traffic Circle on 2nd Street, Blaine, WA		
Max Parking Space Peak Parking Needs NA Peak Time		Key: Parking Van's Path Runner's Path	(A) Volunteer

DETAIL



DETAIL NOTES:

This volunteer is place where 2nd Street runs into the first traffic circle. Volunteer should direct runners to continue down the sidewalk towards the underpass. Vans will be taking a different direction

WS 1 Venue:	Street Corner in front of Postal Center	Location:	Intersection of Peace Portal and Bell Road/SR-548.	Venue Contact:	NA	Night Time Hours	8:00 PM- 6:00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key:
- Parking
- Van's Path
- Runner's Path
- Volunteer (A)
- Water Station

DETAIL

DETAIL NOTES:

Located at the intersection of Peace Portal and Bell Road/SR-548.

Approximately 2.4 miles into the leg, 3.4 to go. Total leg mileage: 5.8

Exchange 1 Venue:	Field	Location:	Birch Bay Chamber of Commerce 7900 Birch Bay Dr, Blaine, WA 98230, GPS (48.928661, -122.744182)	Venue Contact		Night Time Hours	8.00 PM - 6.00 AM

Max Parking Space	200
Peak Parking Needs	105
Peak Time	8.08 AM

Key:
- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Police Officer
- Toilets
- Volunteer (A)
- Chute
- No Parking

DETAIL

DETAIL NOTES:	
CHUTE PLACEMENT	Place chute off the road on grassy / dirt patch as indicated
PARKING INSTRUCTIONS	Volunteers should try and create one way in and out system as arrows indicated
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Vans entering and exiting this exchange will cross runner paths. Volunteers must ensure safety fo the runners
PORT-A-POTTIE PLACEMENT	Place portajohns to the west of the Exchange chute
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing vans to turn into church parking lot. If full, send across to birchbay water slides. Must be out by 9:30 AM.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Exchange 2 Venue:	Church	Location:	Birch Bay Bible Community Church 4460 Bay Rd Birch Bay, WA 98230 GPS (48.906906, -122,726436)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	140
Peak Parking Needs	61
Peak Time	8:02AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Police Officer; Chute; No Parking

DETAIL

DETAIL NOTES:

CHUTE PLACEMENT	Place Chute on gravel area in front of landscaping. Cone off area around the chute to keep runners out of the road. No teams should be in front of cones and tape. Only next runner in the chute.
PARKING INSTRUCTIONS	No parking behind the church. All vans should find parking in the highlighted section.
TRAFFIC CONCERNS	Plenty of parking, Vans must yield to officer crossing runners.
VAN/RUNNER FLOW	Police officer will block the turn lane. Officer there to help runners cross to exchange.
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	Cone the shoulder of the road by the exchange point for crowd control. MAKE SURE TO KEEP TEAMS OUT OF THE BUSY ROAD.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1
C	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1

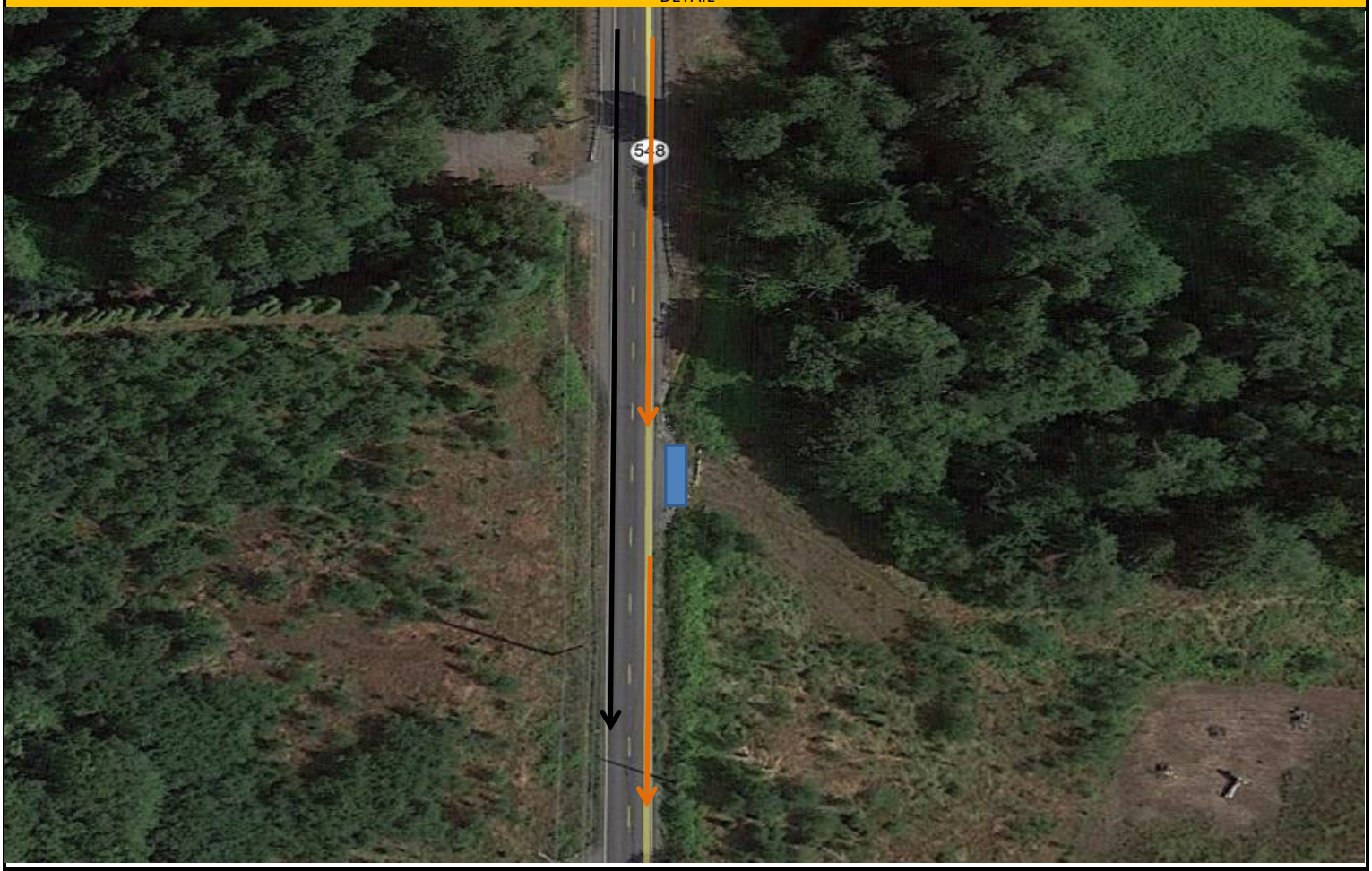
WS 3A Venue:	Shoulder of road and field	Location:	Blaine Road	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM
		GPS: 48.896632, -122.726433					

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer
- Water Station

DETAIL



DETAIL NOTES:

Approximately 0.7 miles into 8.2 mile leg

WS 3A Venue:	Shoulder of road and field	Location:	Intersection of Fingalson Rd and Grandview Rd	Venue Contact:	Victoria Brittain 253-691-4800	Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer
- Water Station

DETAIL

DETAIL NOTES:

Sharon Drive and Grandview Road.
Approximately 3.3 miles into 8.2 mile leg

WS 3A Venue:	Shoulder of road	Location:	GPS 48.877146, -122.638541 Intersection of Olsen Rd and Aldergrove Rd	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer
- Water Station

DETAIL

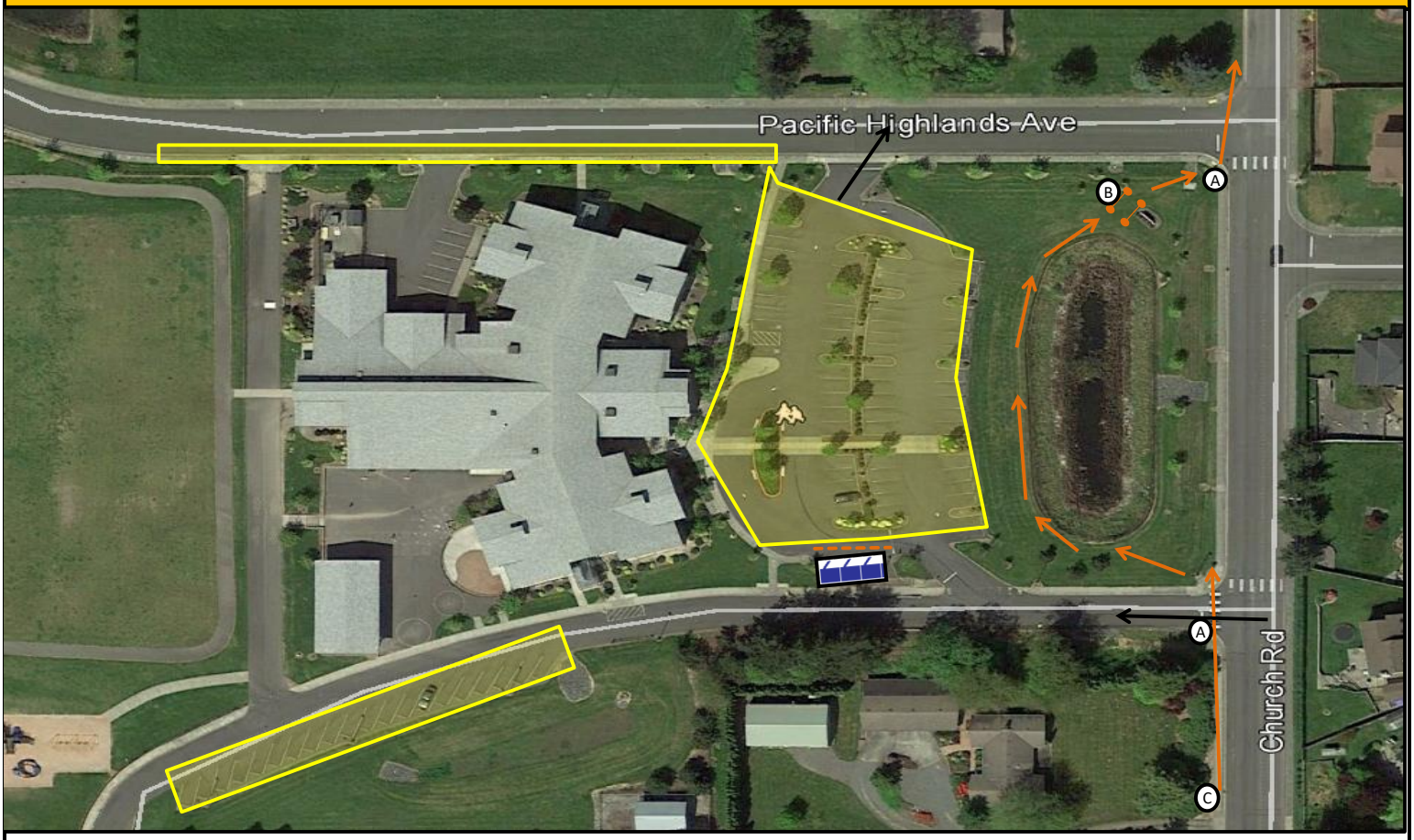
DETAIL NOTES:

Olsen Road. and Aldergrove Road.
Approximately 6.03 miles into 8.2 mile leg

Ex 3 Venue:	School	Location	Cascadia Elementary 6175 Church Rd Ferndale, WA 98248	Venue Contact:		Night Time Hours	

Max Parking Space	114
Peak Parking Needs	119
Peak Time	10.08 AM
Overflow on Street Parking	

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking



DETAIL NOTES:	
CHUTE PLACEMENT	Place chute on grass beside othe school sign in Northeast corner of property.
PARKING INSTRUCTIONS	Parking in front of school, side lot, and parallel parking on Pacific Highlands Ave
TRAFFIC CONCERNS	Runners and vans will cross at the entrance and exit of the exchange. Volunteers should hold RUNNERS until it is safe to cross. DO NOT STOP TRAFFIC
VAN/RUNNER FLOW	Volunteers will direct runners to run on the grass around the retaining pond to reach the chute. The should NOT continue down sidewalk.
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties		
A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1
C	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1

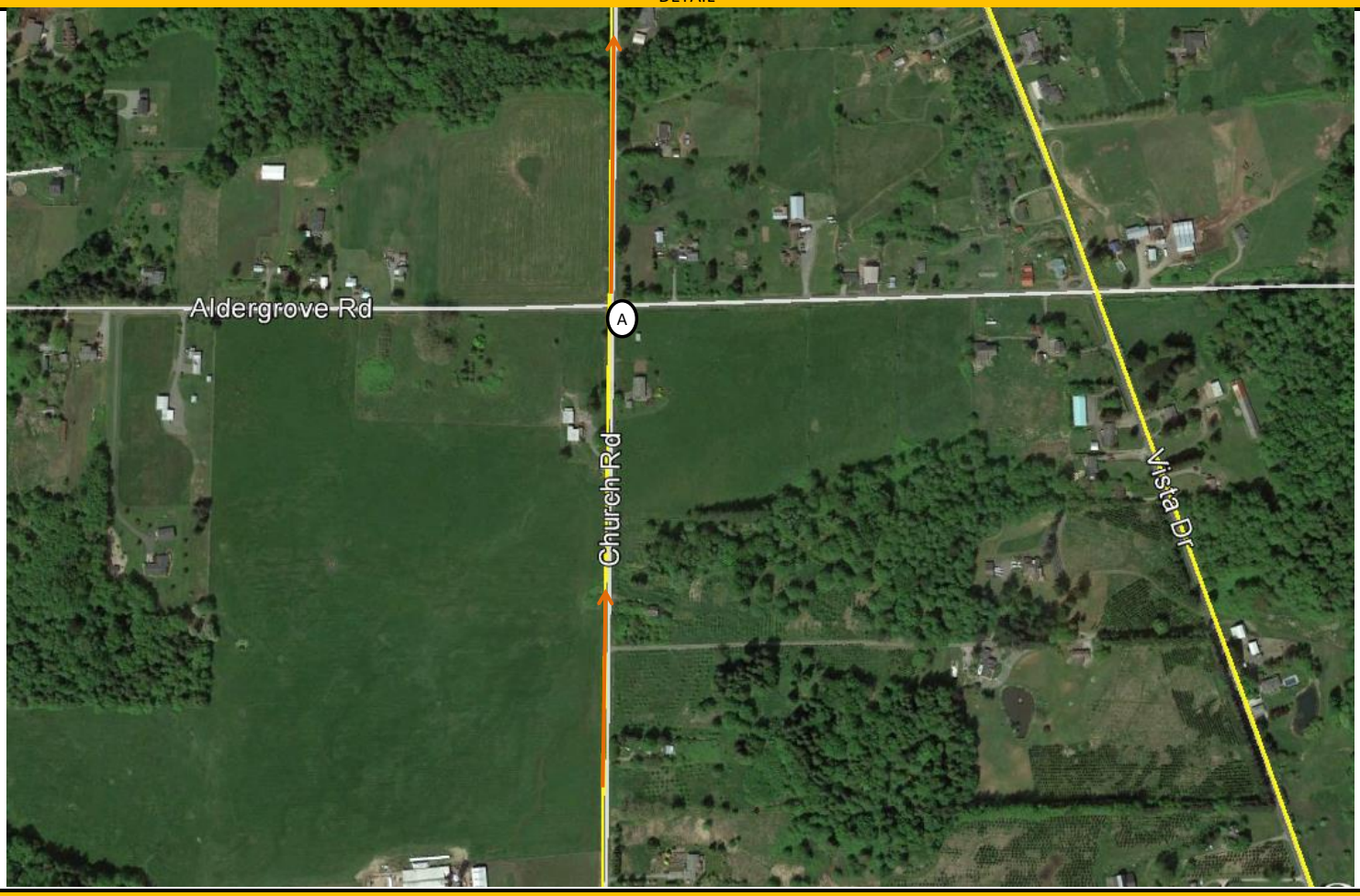
CD Leg 4	Location: 48.877185, -122.616574 Aldergrove and Church, Ferndale, WA		

Max Parking Space	
Peak Parking Needs	NA
Peak Time	

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer

DETAIL



DETAIL NOTES:

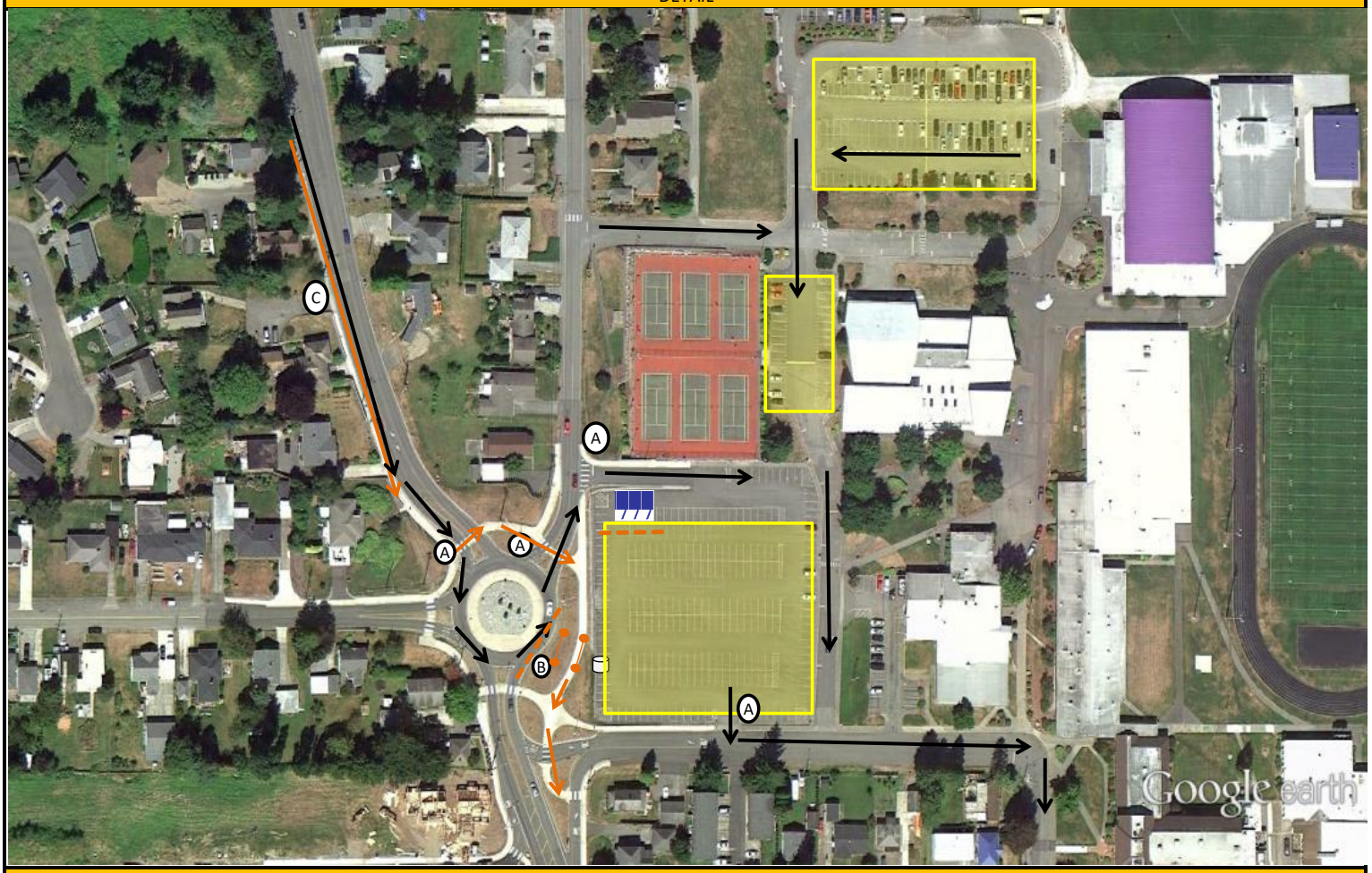
Intersection of Aldergrove and Church Road on Leg 4. Runners are crossing intersection, volunteer just need to make sure they are aware of crossing and paying attention. Runners need to adhere to stop sign, cross traffic does not stop.

Exchange 4 Venue:	School	Location:	Ferndale High School 5830 Golden Eagle Dr, Ferndale 98248 GPS: (48.852454, -122.595849)	Venue Contact:	Tanya Pazanski (360) 383-9203	Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	210
Peak Parking Needs	66
Peak Time	10:29AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Trash Box; Chute; No Parking

DETAIL



DETAIL NOTES:	
CHUTE PLACEMENT	Chute to be placed just off sidewalk in the grass. Make sure runners/teams are not blocking the sidewalk from public use. Cones should be used to block teams from getting into the traffic circle.
PARKING INSTRUCTIONS	Vans can use large main parking area in lot below the chute. May parking in front of tennis courts and use back lot if needed.
TRAFFIC CONCERNS	Vans should leave parking lot exiting LEFT onto Shuksan St. Vans will need to follow this around to Washington St. Then proceed on the route
VAN/RUNNER FLOW	Runners will remain on sidewalk . Volunteers should help runners by making sure road is clear before the cross. **DO NOT STOP TRAFFIC**, stop runners.
PORT-A-POTTIE PLACEMENT	Place on North side on the large main lot beside the lined no parking are. Doors facing the parking lot. Use cones to give those waing space from incoming
PRIVATE PROERTY CONCERNS	N/A
OTHER DETAIL NOTES	

Volunteer Duties

A	Manage crossing of runners in front of van traffic. Directing/managine traffic. Directing runners to exchange chute.When slow mointor trash in parking lot	4
B	Help direct incoming runners to Ex 4 around roundabout, advise runner to be careful through intersection	1
C	Monitoring exchange chute. Baton exchange must be between double orange tape.Crossing team off team's list. Announcing approaching runners race numbers, when slow manage toilets and change garbage bags	1

Ex 5 Venue:	Church	Location:	Cornwall Church 4518 Northwest Dr. Bellingham, 98226	Venue Contact:	John Rohde: 360-389-0298	Night Time Hours	8:00 PM - 6.00 AM
Max Parking Space	192						
Peak Parking Needs	82						
Peak Time	12.10 PM						

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL

DETAIL NOTES:	
CHUTE PLACEMENT	Place chute on sidewalk in front of church. Keep runners on sidewalk.
PARKING INSTRUCTIONS	Van should enter using the far drive closest to the chute and exit closest to the portajohns. Volunteer C should also be waving vans to the next entrance as they call out runner numbers.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Cone off Northeast corner of parking lot to give runners a direct path to sidewalk, and cone a runner path leaving chute to northwest drive. Do not block entrance to parking lot behind building.
PORT-A-POTTIE PLACEMENT	Place portajohns in the back of the lot area.
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. ENSURE ALL GARBAGE IS PICKED UP THROUGHOUT EVENT. Be sure to check around toilets for any trash or toilet paper.
OTHER DETAIL NOTES	John Rohde is the property manager for the church. Please adhere to any directions he may have for the property and management of the event. John's Cell number: 360-389-0298

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	1
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 6 Venue:	School

Location: Bellingham High School
2020 Cornwall Avenue Bellingham, WA

Contact:

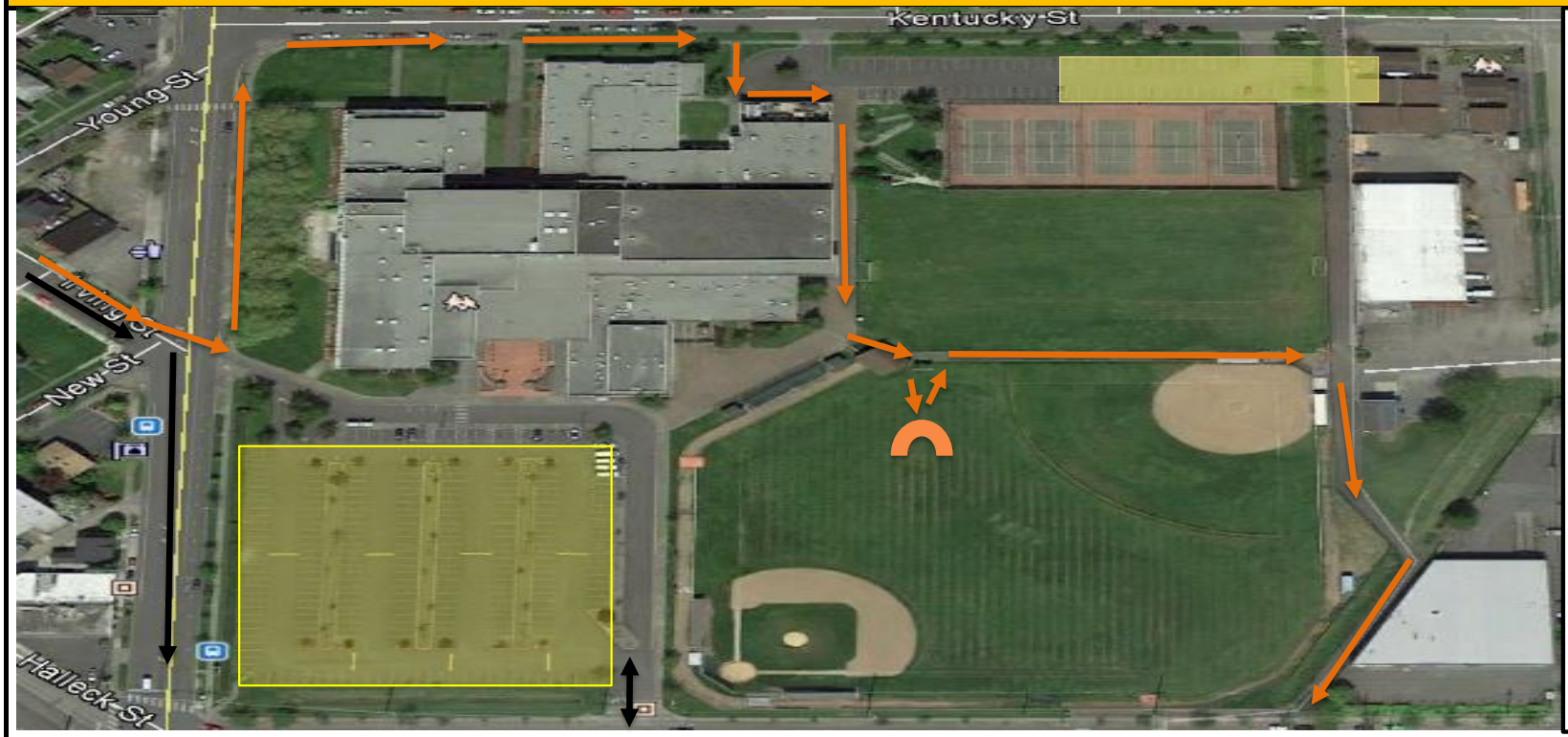
Night Time Hours:
8:00 PM - 6.00 AM

Max Parking Space	251
Peak Parking Needs	371
Peak Time	1:30 PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Trash Box
- Toilets
- Dumpster
- Power Access
- Water Access
- Light tower
- Volunteer
- Orange Ragnar Tent
- Sponsor Tents
- Charity space
- Medic
- Safety Briefing
- Police Officer
- Merch Tent
- Arch
- No parking
- PA System
- Merch Uhaul

OVERVIEW



Main parking in front of Bellingham High School. Overview Notes

Overflow parking off Kentucky Street behind the tennis courts.

Runners will approach on Irving Street and turn right on Cornwall Avenue to cross the street with the light and crosswalk. They will then run back on Cornwall and turn right into school parking lot to access chute area.

Volunteer should be placed at light to direct runners back north towards school entrance.

Parking Overview

DETAIL NOTES:	
CHUTE PLACEMENT	Chute is placed on the north side of the field, there is an opening in the fence there, place directly south of the opening.
PARKING INSTRUCTIONS	Overflow parking behind the tennis courts, or legal street parking. Parking will be very tight at the peak. Direct people to park in the back and street parking
TRAFFIC CONCERNS	Coming in and out of the school may be tight. When parking is full, direct vans to overflow.
VAN/RUNNER FLOW	Runners will run a loop to cross Cornwall Avenue with the light. Place volunteer to help direct.
PRIVATE PROERTY CONCERNS	TRASH! Make sure trash is picked up throughout the event. MUST NOT LEAVE ANY TRASH IN PARKING LOT CANS OR ON PREMISES.

OTHER NOTES:

Use Dumpster onsite.
Security arrives 9:00 PM Thursday to 9:00 AM Friday. Release as soon you arrive.

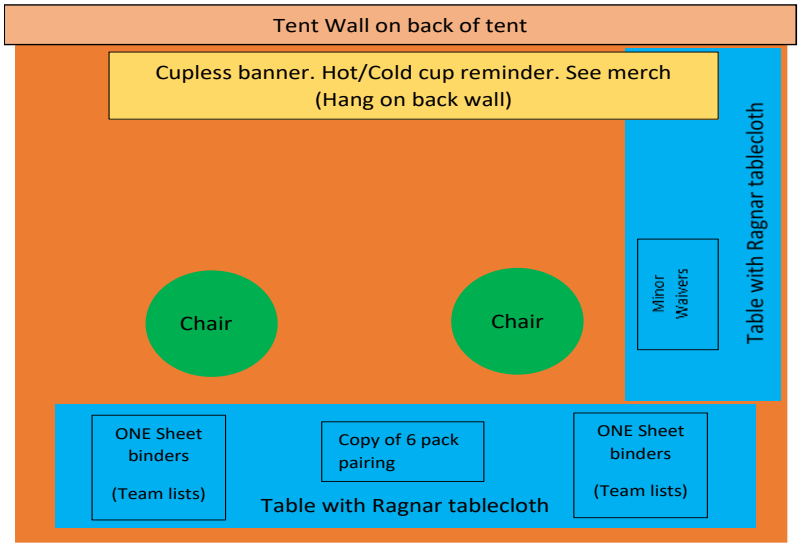
IMPORTANT: Keep all Van 1 & Van 2 inventory separated: Kind Bars, Bibs, Flags, etc.

Volunteer Duties		
A	Mange Gear check in: 6 vests, 2 lights and 2 tail lights. Have runners sign waivers if they haven't done so	3
B	Direct runners to the next safety briefing. Do not let runners in 1/2 way through safety talk. Must be present for entire video	2
C	Flag Check out. After safety briefing they will hand you Flag Sheet, you will give them 2 flags. Have each team type in their phone number for Race Command.	3
D	Hand out T-shirts, race numbers and Goodie Bags	6
E	Water Tent: fill coolers and cups of water	2
F	Greet runners and assist them through the registration process. 1- Gear Check in, 2 - Safety Briefing, 3 - Flag Check out, 4 - Race Numbers, Tees, Goodie bags. 5 - Start!	1
G	HQ Tent	2
H	Partnership	1
		20

Inventory

Team Count	Tents	Tables & tabl	Tent Walls	Chairs	Volunteers	Cones
TENT #1 GEAR CHECK IN						
500 teams	2	2	2	3	3	0
TENT #2 SAFETY BRIEFING						
500 teams	1	1	0	2	2	9
TENT #3 FLAG CHECK						
500 teams	1	2	1	3	3	0
TENT #4 BIBS/ PARTNER GIVEAWAYS						
500 teams	3	3	3	6	6	0
TENT #5 T-SHIRTS						
500 teams	4	5 / 2 T.cloths	4	5	5	0
TENT #6 Announcer						
500 teams	1	2	1	2	2	0
TENT #7 WATER TENT						
500 teams	1	1	1	1	2	0
TENT #8 MDM Tent						
500 teams	1	1	1	1	0	0
TENT #9 EMCEE TENT						
500 teams	1	2	1	2	2	0
Medic Tent						
500 teams	1	1	3	2	0	0
Partnership		7/0		13		
	16	15	17	40	25	9

Gear Check



** This shows 2 lines for check in. Number of lines depends on your team count. Banners read as follows

Team 1-200

Team 201-400

Team 401-600

Team 601+

** Create One Sheet Binders to match the check in lines

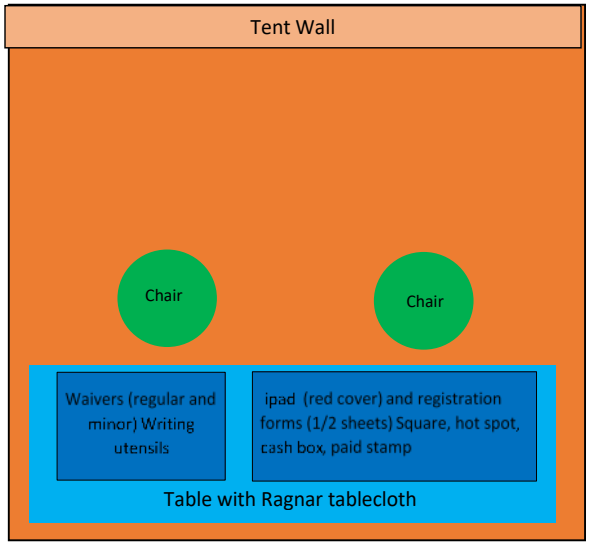
Team 1-200

Team 201-400

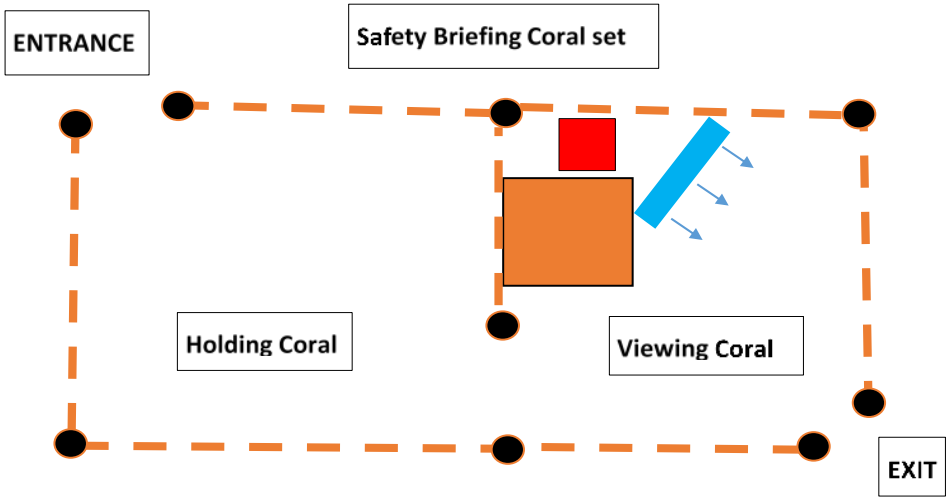
Team 401-600

Team 601+

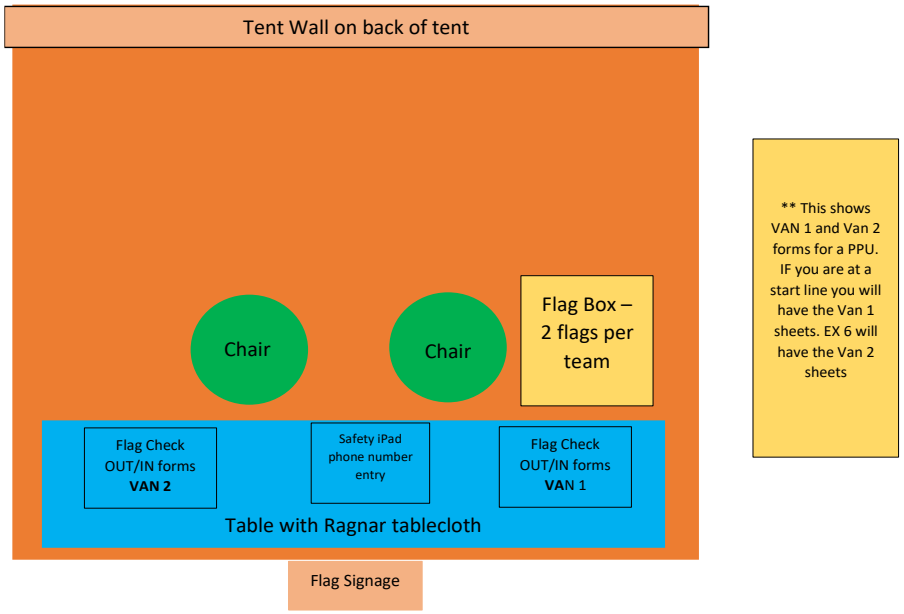
HQ tent



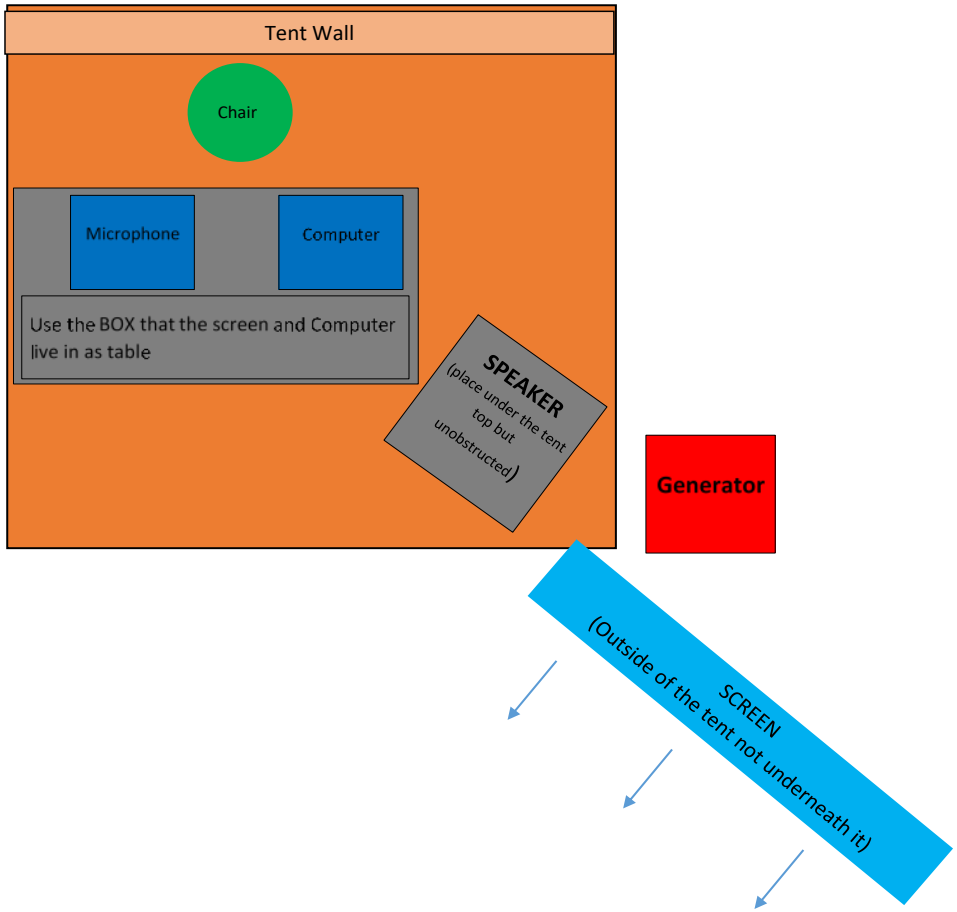
Ragnar HQ



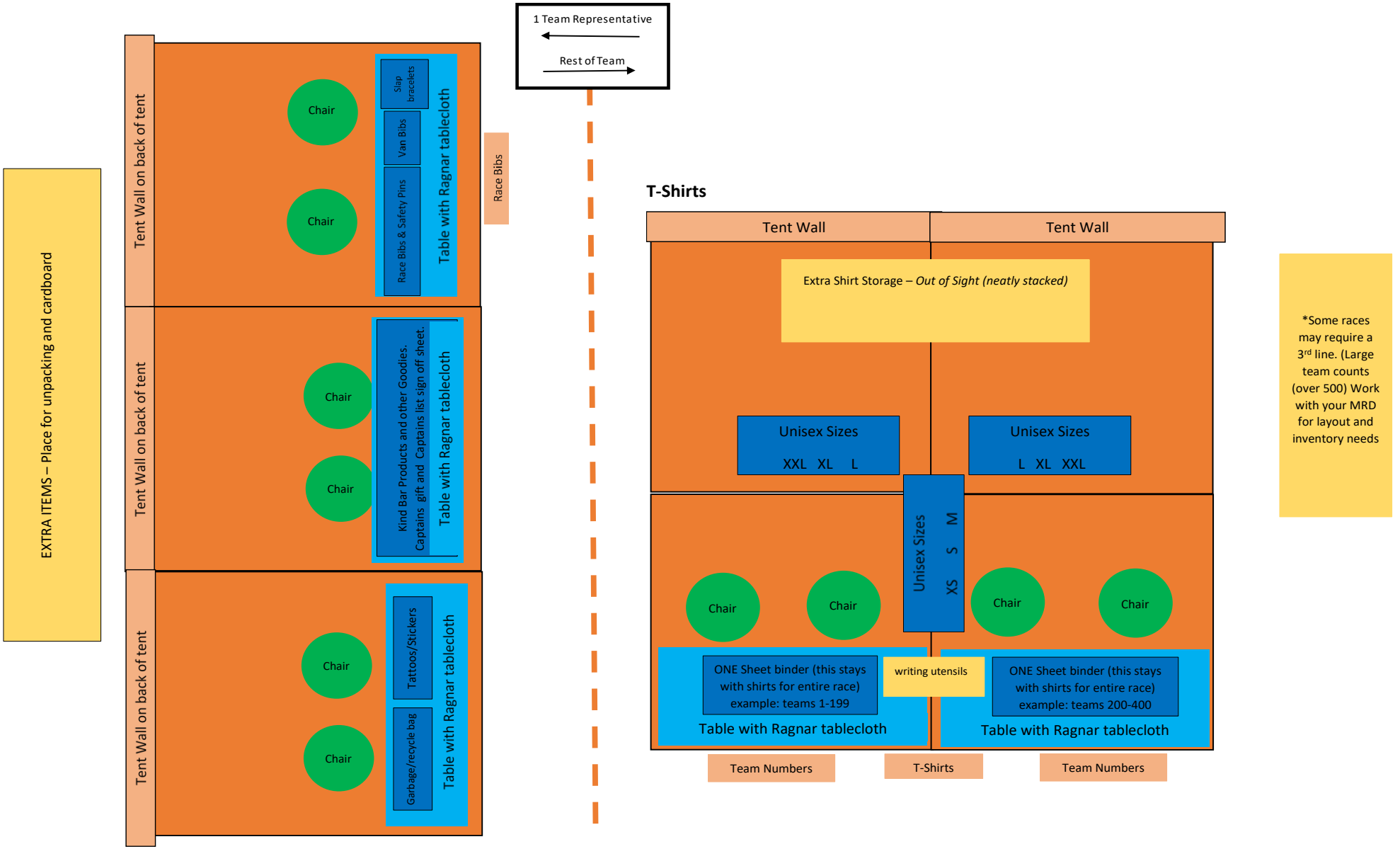
Flags



Safety Briefing



Goodie Bags (Bibs etc..)

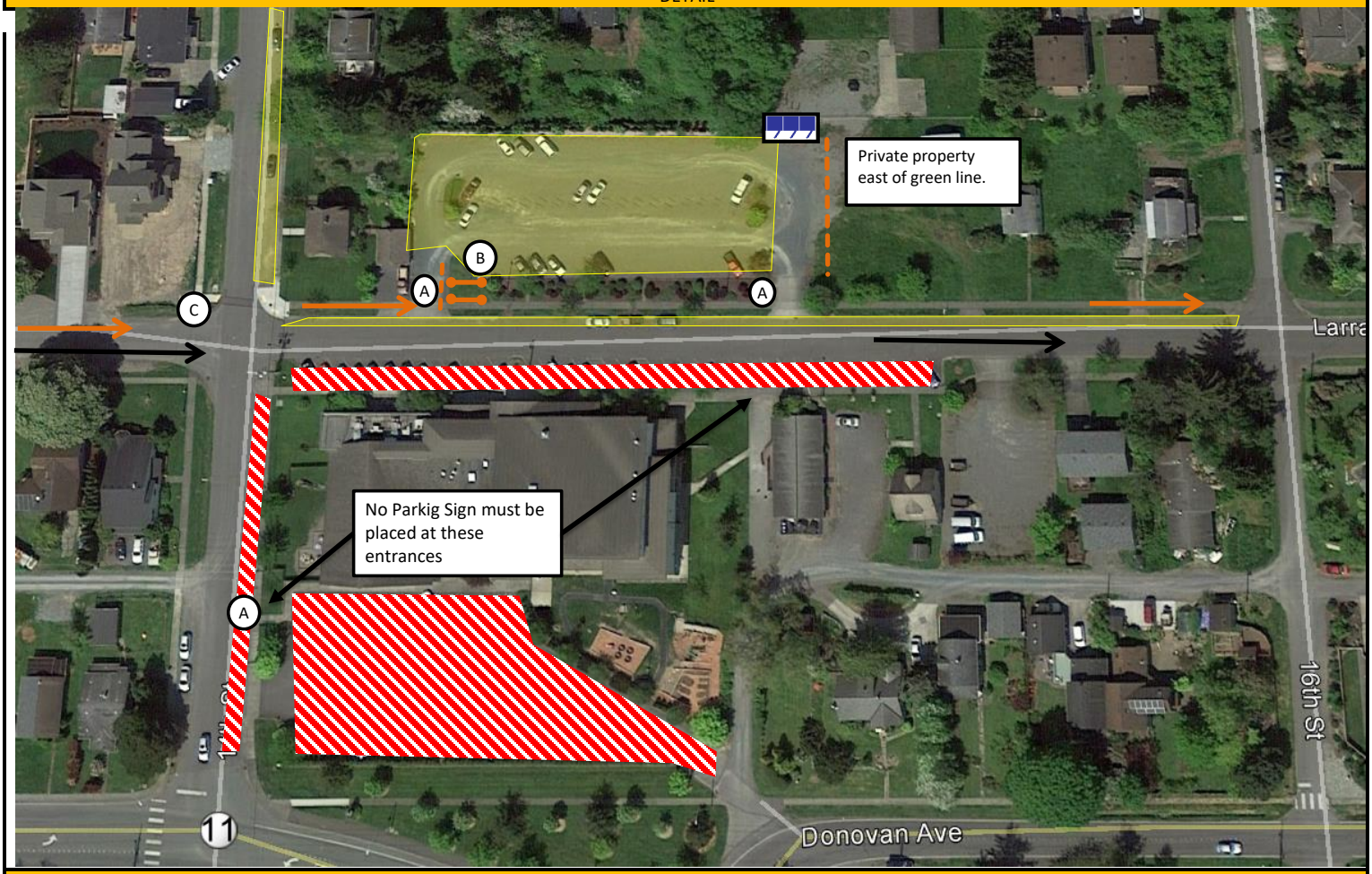


Ex 7 Venue:	Chapel	Location:	Hillcrest Chapel 1400 Larrabee Ave Bellingham, WA 98225	Venue Contact:	Bev Drost 360-733-8400	Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	49 + Street
Peak Parking Needs	72
Peak Time	1.08 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute on grassy patch next to drive way. Cone grassy area to keep all teams off sidewalk and on grass. Volunteers at chute should keep reminding teams to stay out of the road way.
PARKING INSTRUCTIONS	Parking only in designated lot. Do not let teams park or drive through main church parking lot. Must keep our traffic in the back.
TRAFFIC CONCERNS	Vans may not drive through main church area. Place "No Parking" signs at entrances to discourage vans from entering.
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	Place in the back of the lots.
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	Bev Drost is the office administrator for the church. Please adhere to any directions she may have for the property and management of the event.

Volunteer Duties

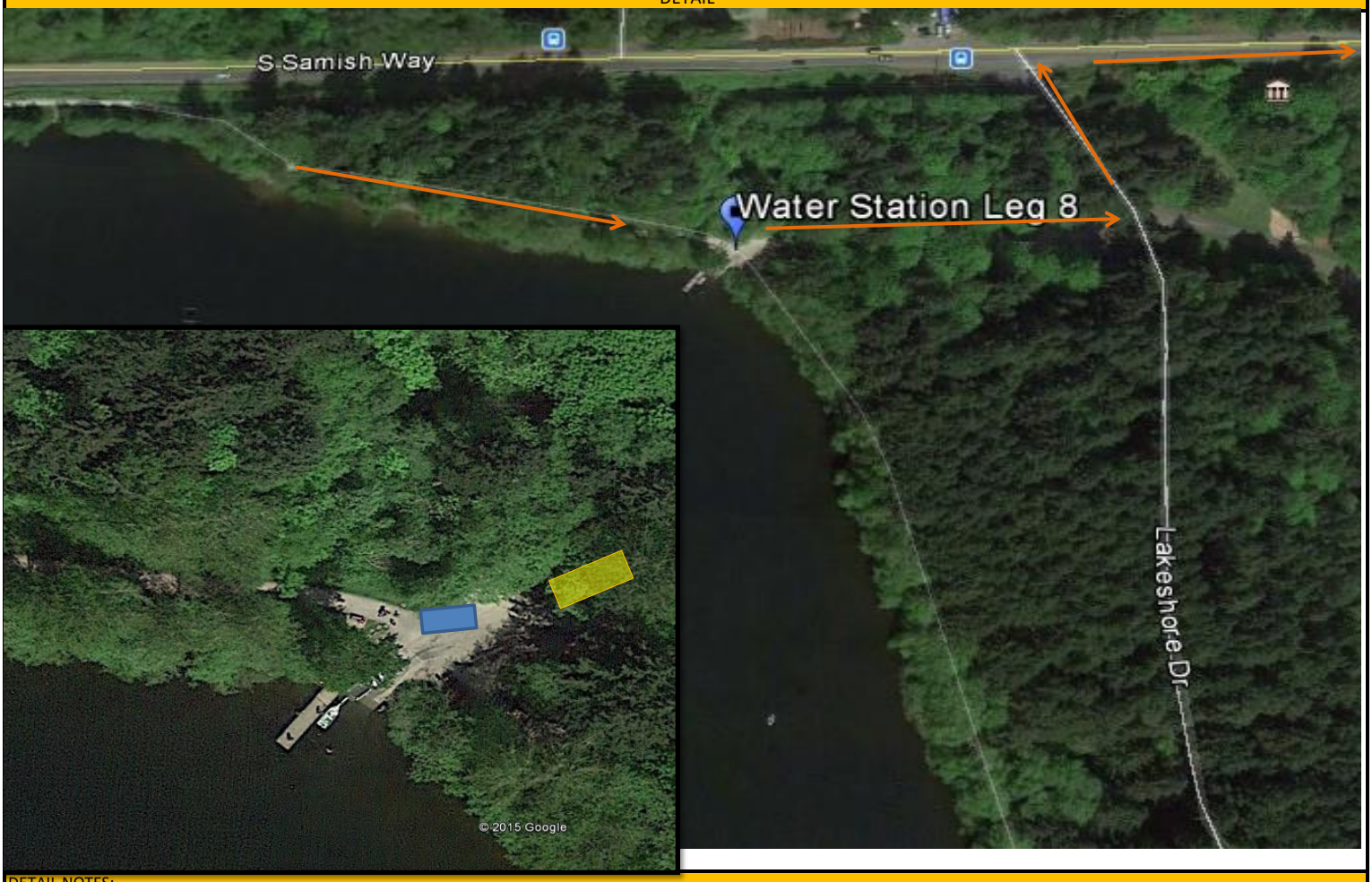
A	Directing/manage traffic. Directing runners to exchange chute.	1
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

WS 3B Venue:	Lake Padden Boat Ramp	Location:	48°42'20.69"N, 122°26'55.91"W 4882 Samish Way, Bellingham WA 98229	Venue Contact:	NA	Night Time Hours	8:00 PM - 6.00 AM
Max Parking Space	NA						
Peak Parking Needs	NA						
Peak Time	NA						

Key:

- Parking
- Van's Path
- Water Station Location
- Runner's Path
- (A) Volunteer

DETAIL



DETAIL NOTES:

Place on trail leading up to boat ramp. Help direct runners where to go.
Runner will run through parking lot and turn left to continue on Sammish Way

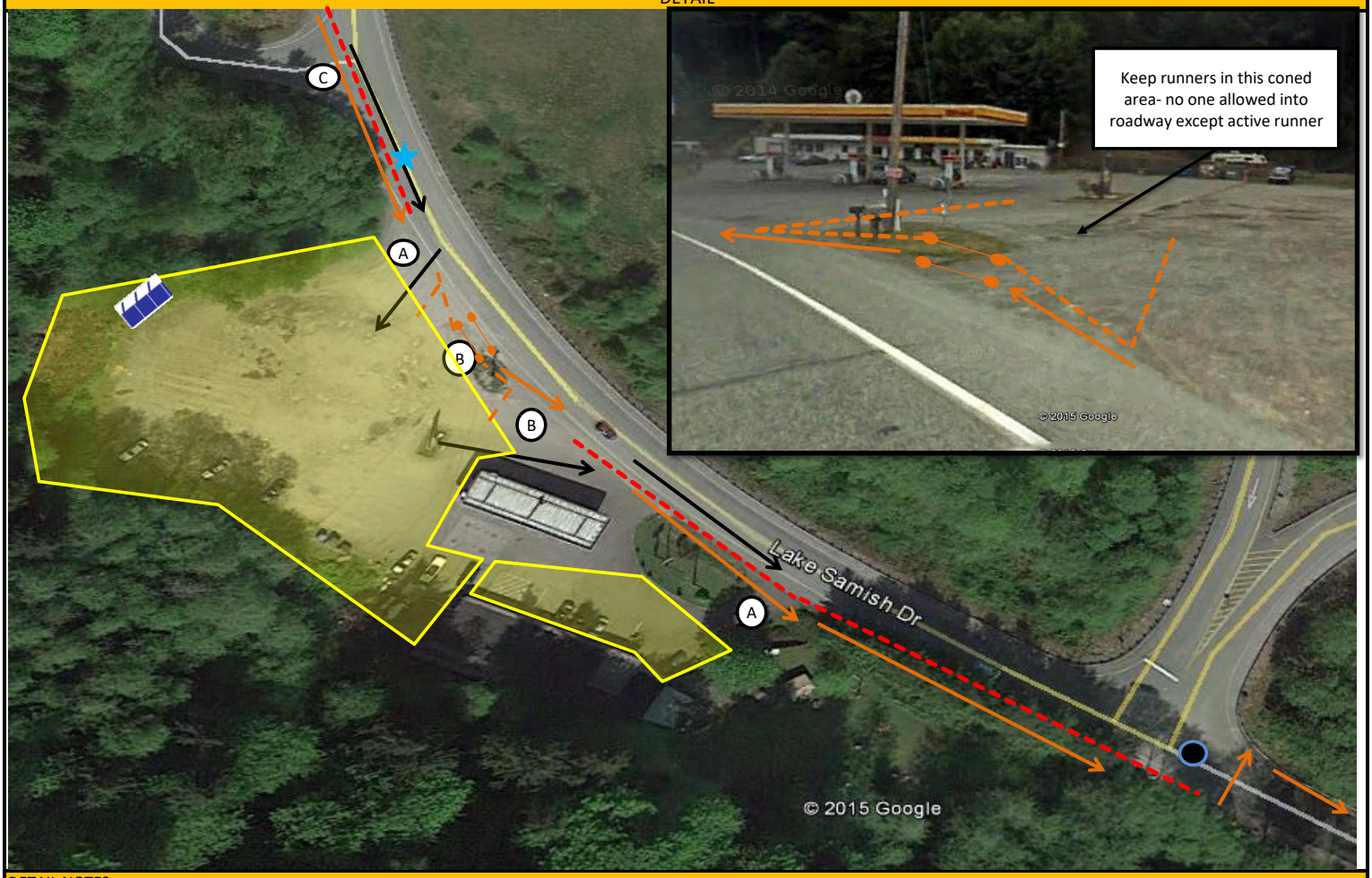
Approximately 3.1 miles into the leg, 2.9 to go. Total leg mileage: 6.0

Exchange 8 Venue:	Shell Gas Station	Location:	Lake Samish Mkt & Gas 1215 N. Lake Samish Dr. Bellingham, 98229 GPS (48.685881, -122.398420)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	60
Peak Parking Needs	107
Peak Time	2:20PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Flagger; Toilets; Volunteer; Coning set up by TC; Police Officer; Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute near grass area/mailboxes. Cone area around the chute so all spectators must stay behind the chute. Only the next runner allowed in front of coning, and only when runner is approaching.
PARKING INSTRUCTIONS	Park on both sides of Shell. **VERY** tight parking. Vehicles may be parked in shell lot. Park around as best as you can. Expect vans to back up at the peak.
TRAFFIC CONCERNS	Flagger and one police officer will be here to help slow the traffic . Police will cross runners after the onramp. Red Coning is placed by TC.
VAN/RUNNER FLOW	Runner's will be running with traffic to chute. They will continue to run with traffic when they leave the chute until the police crosses them after the on ramp.
PORT-A-POTTIE PLACEMENT	Place in back corner.
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

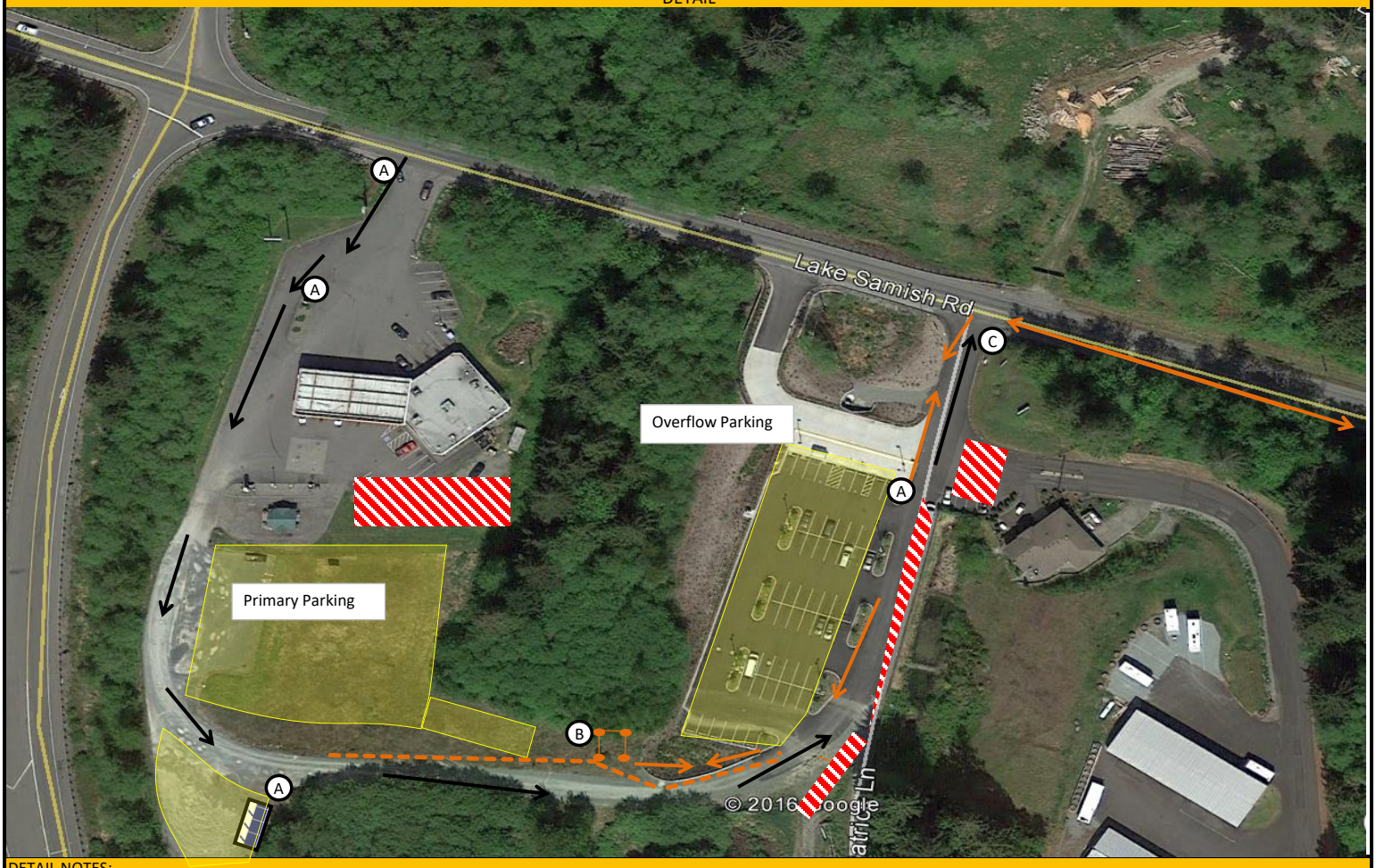
A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 9 Venue:	Park & Ride	Location:	Alger Park & Ride 1454 Lake Samish Road Bellingham, WA 98229 GPS (48.619671, -122.352857)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	100
Peak Parking Needs	100
Peak Time	4.32 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:	
CHUTE PLACEMENT	Place chute in the back of the lot in front of fence on grass/gravel. Use extra cones as needed
PARKING INSTRUCTIONS	Fill park and ride first. Do not block any vehicles parked there or bus loop. Overflow on dirt road leaving parking lot.
TRAFFIC CONCERNS	The peak will be very heavy traffic. Get vehicles in the parking lot as quickly as possible and send them to the overflow. They can exit that way as well.
VAN/RUNNER FLOW	Runners should turn into the lot and run all the way to the chute. Keep teams out of the roadway.
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	Area MUST be kept clean and all trash picked up post-event. Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	This location is a park and ride. There will be active buses coming in and out. Do not block their path. Must allow the public to park as well.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	4
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

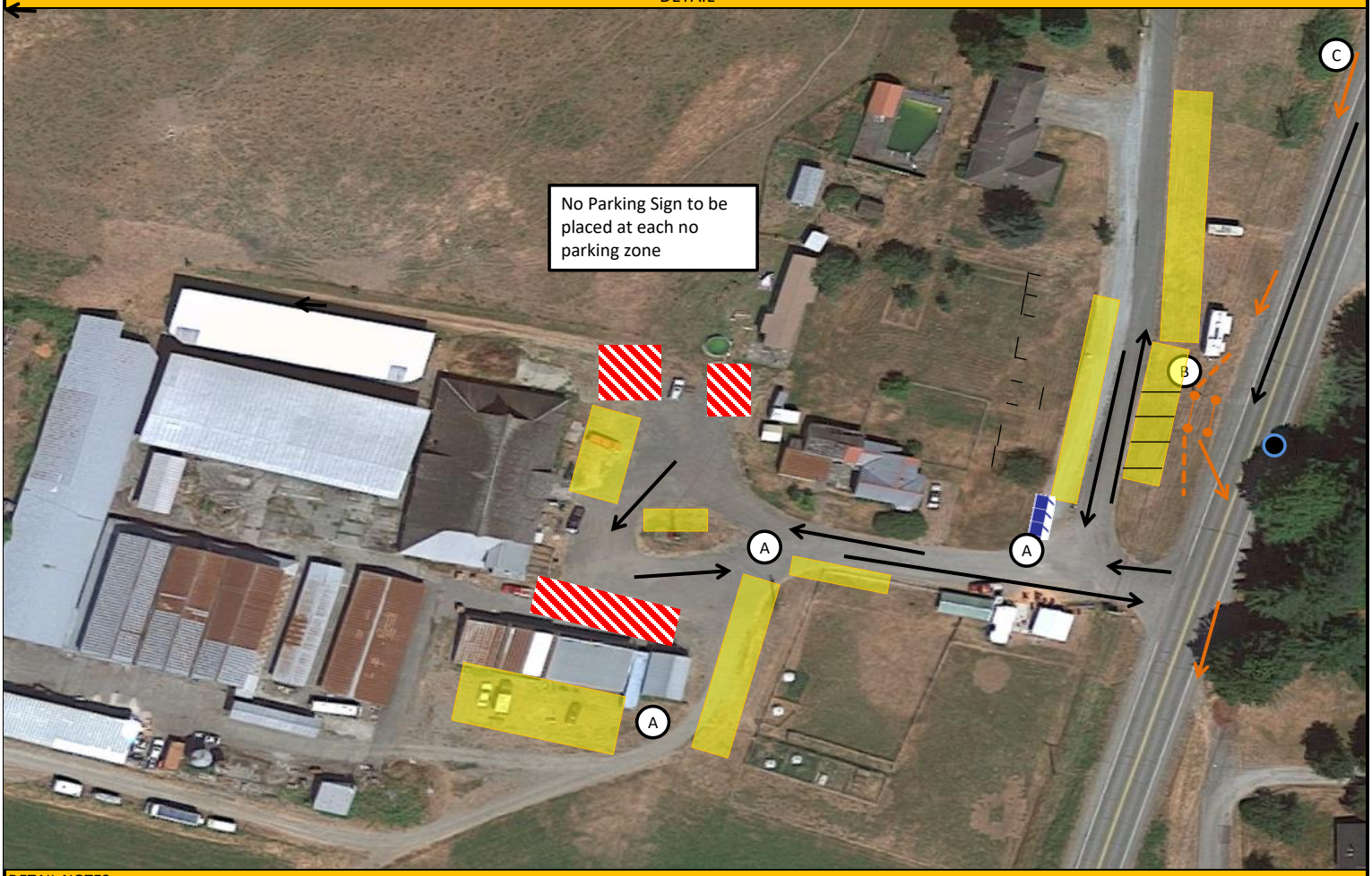
Ex 10 Venue:	Belfast Feed Store	Location:	Belfast Feed Store 6200 N Green Rd, Burlington, WA 98233 GPS (48.555708, -122.333845)	Venue Contact:	Cindy 360-724-3075	Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	67
Peak Parking Needs	88
Peak Time	4:55PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer
- Police
- Chute
- No Parking
- Light Tower

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	There is a small plateau by the road. Place the chute up there. Use cones to block runners from getting to close to the road
PARKING INSTRUCTIONS	Parking along the road should be angled parking, parking by the toilets should be parallel parking.
TRAFFIC CONCERNS	Exiting runners will need to cross road to run against traffic. A police officer will be stationed to help. At no time should traffic be stopped! Runner should wait until it is safe to cross road
VAN/RUNNER FLOW	They should not intersect. Police officer will help with runner crossong the road.
PORT-A-POTTIE PLACEMENT	Place in front of grass with doors facing away from the road and towards the grass.
PRIVATE PROERTY CONCERNS	The no parking areas are private property entrances. Cannot block.
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

WS 11 Venue:		Location:	48.529726, -122.340336 Grass area near the intersection of Old Hwy 99N and Kelleher Rd.	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer
- Water Station

DETAIL

DETAIL NOTES:

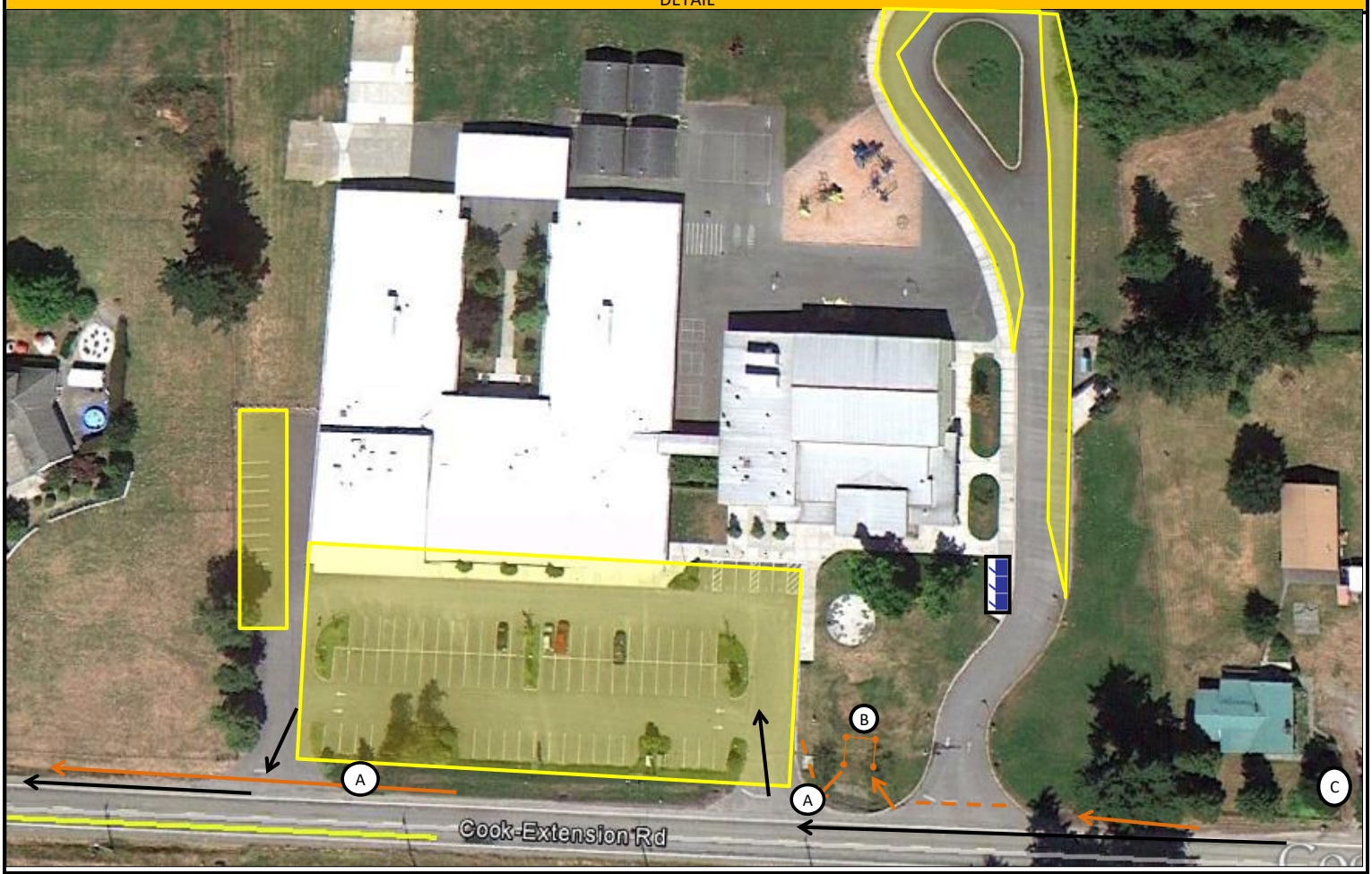
Approximately 1.9 miles into the leg. Total leg mileage: 5

Ex 11 Venue:	School	Location:	Allen Elementary 17145 Cook Rd., Bow, WA 98232	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	90
Peak Parking Needs	90
Peak Time	5.43 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute in grass between the main parking area and the bus loop. Cone driveway and grass areas as shown to keep all teams on the grass and out of the road.
PARKING INSTRUCTIONS	Have vehicles park in the front lots. If necessary, vehicles can park in the loop behind the exchange itself. Area is coned off until needed.
TRAFFIC CONCERNS	Place volunteers to stop runners from crossing in front of van traffic. Do not attempt to stop vans.
VAN/RUNNER FLOW	Runners will cross van traffic twice. Station volunteers to assist them.
PORT-A-POTTIE PLACEMENT	Place facing the school this year, so lines are on grass/sidewalk
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

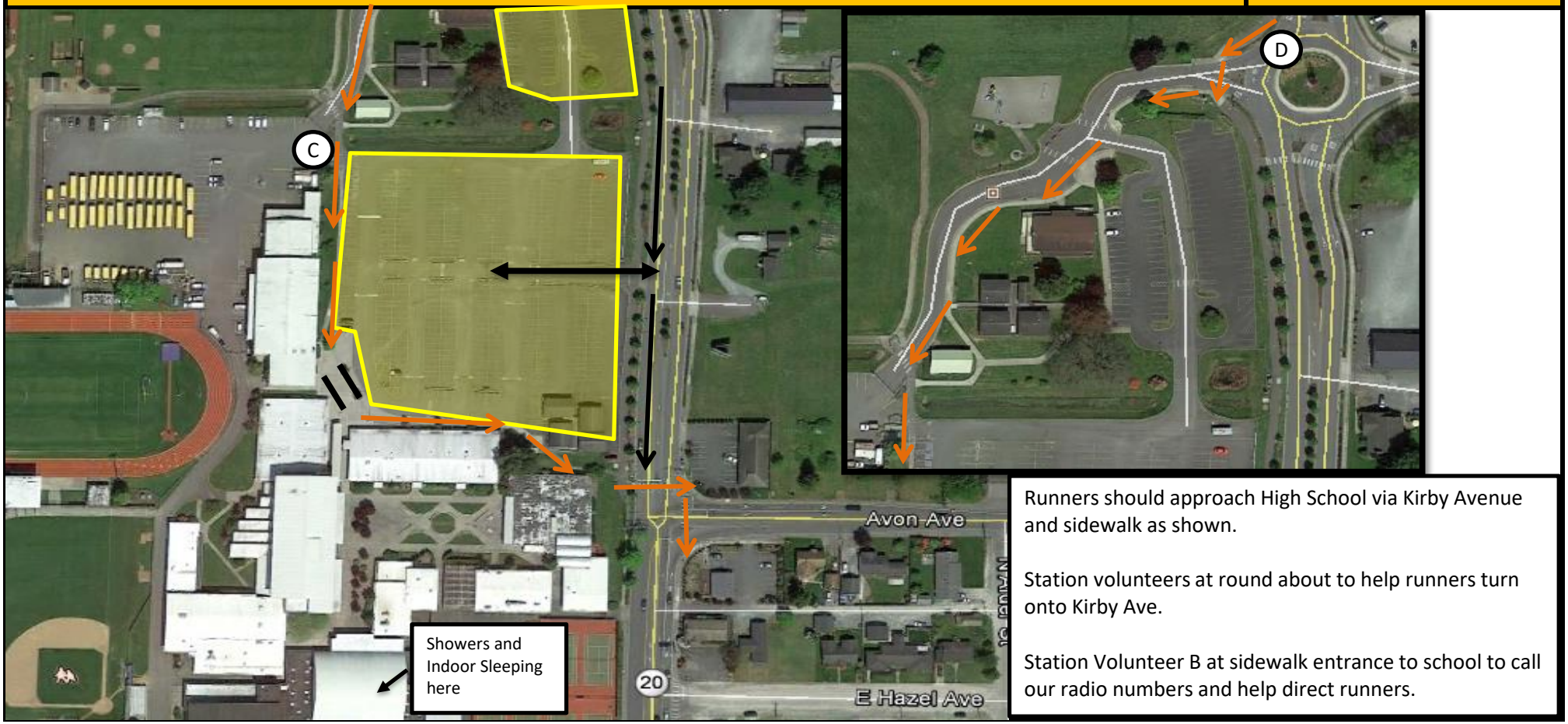
Ex 12 Venue:	School	Location:	Burlington-Edison High School 301 N. Burlington Blvd Burlington, WA 98233 GPS: (48.478292, -122.337228)	Contact:	Night Time Hours 8:00 PM - 6.00 AM

Max Parking Space	436
Peak Parking Needs	354
Peak Time	6:38PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Trash Box
- Ragnar Semi
- Toilets
- Dumpster
- Power Access
- Water Access
- PA System
- Light tower
- Volunteer (A)
- Orange Ragnar Tent
- White Tent Top
- Blue Tent
- Sponsor Tent
- Medic
- A-Frame Directional Signage

OVERVIEW



Runners should approach High School via Kirby Avenue and sidewalk as shown.

Station volunteers at round about to help runners turn onto Kirby Ave.

Station Volunteer B at sidewalk entrance to school to call our radio numbers and help direct runners.

DETAIL

Tent NOTES:

Medic Tent:
1 Medic Tent
3 Walls
2 chairs
2 Cots
1 Table
1 First Aid Bin
1 case of water
1 trash box

Tent 1: Hydration Station
1 Orange or WhiteTent
1 Table
1 Table Cloth
1 Nathan Tear Drop Banner 3
Water coolers
Water cups

Tent 2: Ragnar HQ
1 Orange Tent
1 Table
1 Ragnar Tablecloth
2 Chairs

Major Exchange 12 Sign Sponsorship Banner Roll

DETAIL NOTES:

CHUTE PLACEMENT	On top of steps on sidewalk platform area. Cone a line to help create a path for runners if needed.

PARKING INSTRUCTIONS	Overflow Parking Available: 250+street parking
TRAFFIC CONCERNS	Outgoing runner will cross N Burlington Blvd. Volunteer should be stationed to make sure it is safe for runner to cross. **DO NOT STOP TRAFFIC!**
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	Place portopotties along NORTH fence next to dumpster.
PRIVATE PROERTY CONCERNS	

OTHER NOTES:

*All volunteers should know how to direct runners to showers, indoor and outdoor sleeping areas.

If Honeybuckets get long lines, tell runners there are indoor bathrooms available.

Volunteer Duties

A	Directing/managine traffic into available parking areas. Directing runners to exchange chute. make sure no one is sleeping in parking lot	2
B	Monitoring exchange chute. Crossing team off team's list. Announce approaching runners race # over megaphone, keep path clear for runners	2
C	Volunteer announcing over radio approaching runners race number to volunteer C. This volunteer will be stationed further up the road, as layout shows	1
D	Assist incoming runners Through roundabout. Watch for vans direct vans either in the front way of the school or the back way depending on how the parking lot is filling up.	2
E	Ensure water jugs are full. Pass out Ragnar Snacks to runners. Monitor/empty trash bins and ensure portable toilets have adequate t.p.	2
F	Direct runners into locker rooms and sleeping areas. Let toilet lines know there are indoor restrooms available. Remind runners no trash allowed in toilets.	1
		8

Inventory Items

	Tents	Tables & t.cloths	Tent Walls	Chairs	Volunteers	Cones	Cot	Medic Bin	80lbs Ice	Case water
TENT #1 WATER STATION & HQ										
	2	2	2	4	2	10	N/A	N/A	N/A	N/A
TENT #2 MEDIC										
	1	2	3	2	0	0	2	1	80lbs	1
	3	4	5	6	2	10	2	1	0	1

Ex 13 Venue:	Church	Location:	Salem Lutheran Church 2529 North Laventure Road, Mount Vernon, WA 98273	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	200
Peak Parking Needs	89
Peak Time	7.23 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL

DETAIL NOTES:

CHUTE PLACEMENT	Place in grass just beyond the parking lot.
PARKING INSTRUCTIONS	
TRAFFIC CONCERNS	Direct vans to exit through the back exit as much as possible.
VAN/RUNNER FLOW	Help runners cross van path as needed
PORT-A-POTTIE PLACEMENT	Place toilets facing parking lot
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex14 Venue:	Church	Location:	First Christian Reformed Church 701 W Blackburn Rd., Mt Vernon, WA 98273 GPS (48.406642, -122.342967)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	79
Peak Parking Needs	76
Peak Time	8:04PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL

DETAIL NOTES:

CHUTE PLACEMENT	Place chute in front of church on sidewalk. Cone area so that teams stay out of roadway.
PARKING INSTRUCTIONS	Parking in back lot of church. Have teams exit on Douglas Street.
TRAFFIC CONCERNS	Vans and runners will cross coming in and out of roads to parking lot. Place volunteers to **STOP RUNNERS** until safe for them to cross. **DO NOT STOP TRAFFIC!**
VAN/RUNNER FLOW	Runners will cross vans- hold runners, not vans
PORT-A-POTTIE PLACEMENT	Place in back corner of lot with doors facing white wall.
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	This area is very close to residential areas. Please make sure that runner ares being respectful of neighbors by keping noise down.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

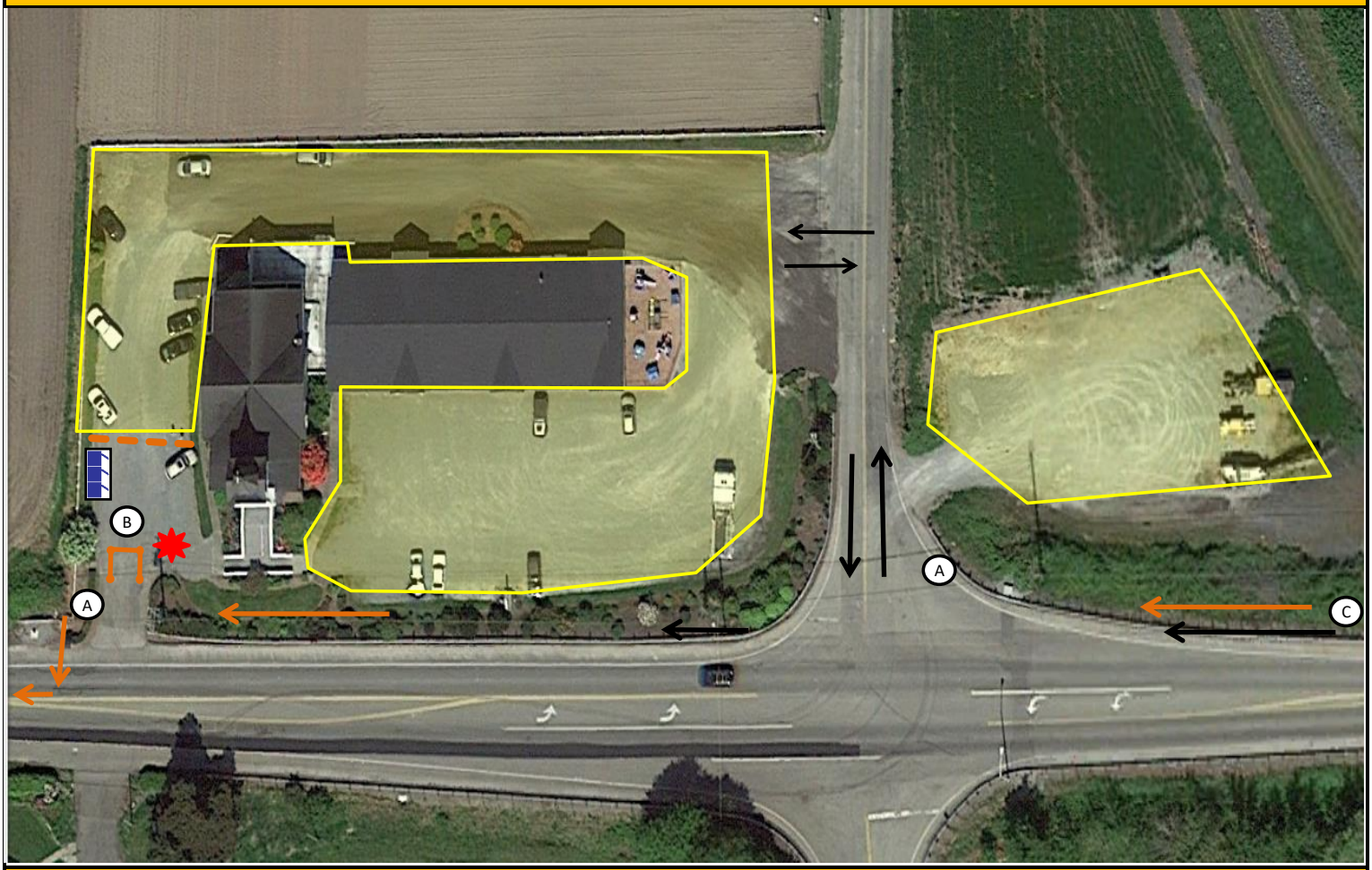
Ex 15 Venue:	Church	Location:	Fir-Conway Lutheran Church 18101 Fir Island Road, Mount Vernon, WA 98273	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	90
Peak Parking Needs	102
Peak Time	9.42 PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer (A)
- Mini Light Tower
- Chute
- No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute in 2nd driveway area. Only runners allowed in the area. Make sure runners use chute and stay away from the road.
PARKING INSTRUCTIONS	Parking will be tight. Utilize as much as possible behind the church- may be a smaller area than shown. Make sure teams park closely and organzied from the beginning so they don't take up mutliple spaces. Overflow lot across the street.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Runners will approach exchange running with traffic, they will cross the road to run against traffic after the exchange. Station volunteer to help them cross. DO NOT STOP TRAFFIC. Hold runners until safe to cross.
PORT-A-POTTIE PLACEMENT	Place in the back of the lot.
PRIVATE PROERTY CONCERNS	Make sure exchange is clean throughout the event- no trash allowed here from vans. Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

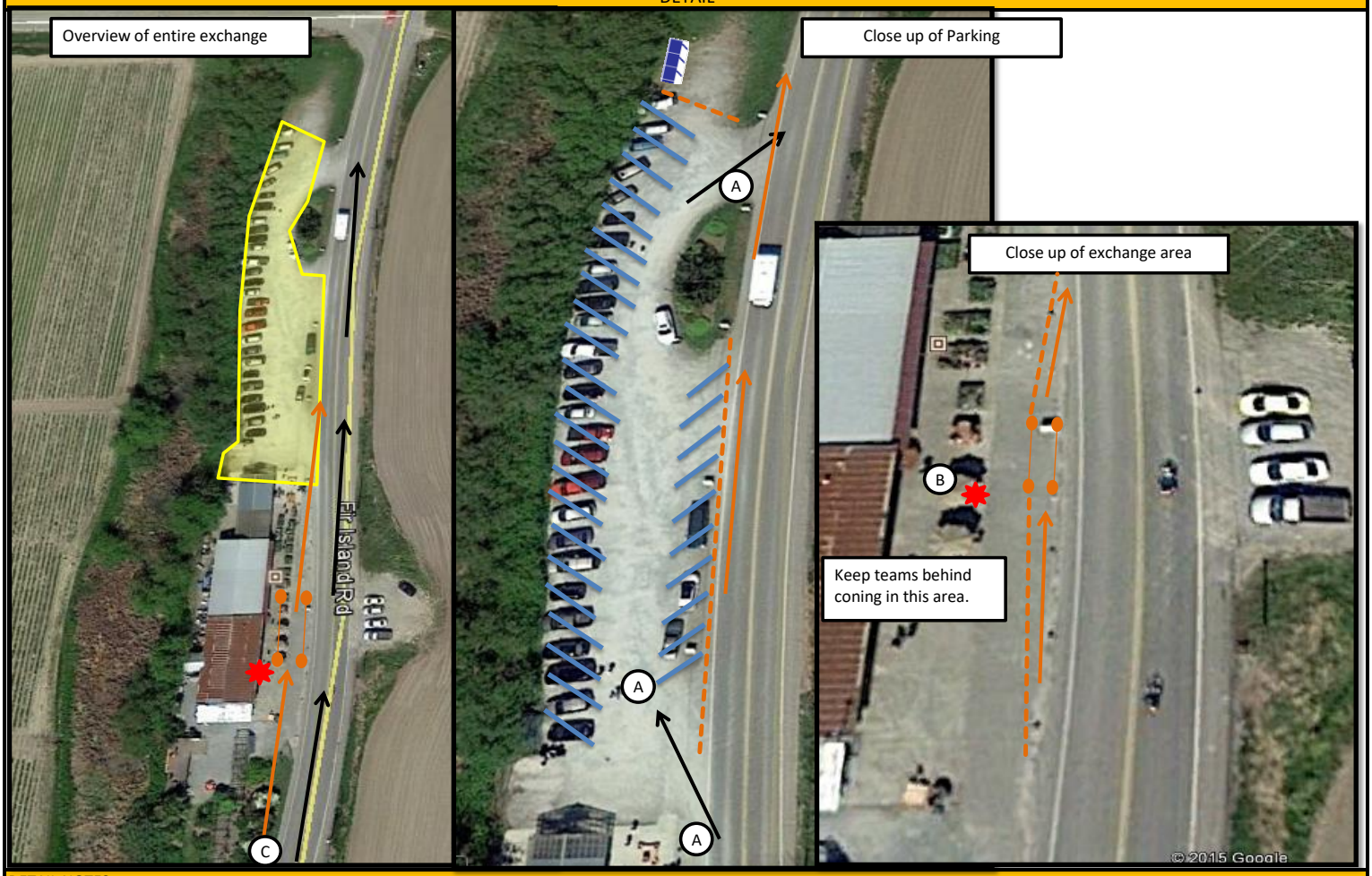
A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 16 Venue:	Market	Location:	SnowGoose Produce 15170 Fir Island Road Mount Vernon, WA 98273 GPS (48.354011, -122.422739)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	45
Peak Parking Needs	73
Peak Time	10:06PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer; Mini Light Tower; Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute in front of market area by tables. Cone area off to keep runners out of the roadway
PARKING INSTRUCTIONS	Parking is VERY tight at this location. Park vans as close together as you are able from the beginning at a 45 degree angle. (As shown by the blue lines on layout.) If able, park vans at angle against coning as well.
TRAFFIC CONCERNS	During the peak, this area will not be able to hold all of the parking. Vans can park alongside the East side of the road. Must have crossing flag and night gear on when crossing the road. Utilize employee parking when the store closes down.
VAN/RUNNER FLOW	Volunteer C's will need to assist with runners crossing the path of the vans.
PORT-A-POTTIE PLACEMENT	Place at the farthest part of parking lot
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 17 Venue:	Parking Lot	Location:	Washington Bulb Co. 16031 Beaver Marsh Rd. Mt. Vernon, 98273	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	100
Peak Parking Needs	122
Peak Time	11.53 PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer
- Mini Light Tower
- Chute
- No Parking

DETAIL

DETAIL NOTES:	
CHUTE PLACEMENT	This is an in and out exchange. Exchange CANNOT be on the roads shoulder. Use cone to extend chute to the road.
PARKING INSTRUCTIONS	Parking lot, parking will likely get tight during the peak. Makes sure vans are not taking more space than needed.
TRAFFIC CONCERNS	Exiting runner will cross van traffic. Hold RUNNER until safe to cross. DO NOT STOP TRAFFIC at any point, hold the runner.
VAN/RUNNER FLOW	Keep runners in designated area- runners are not permitted anywhere else on the lot.
PORT-A-POTTIE PLACEMENT	TOILETS MUST BE PLACED IN THE RIGHT LOCATION
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	Parking lot has has lights

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

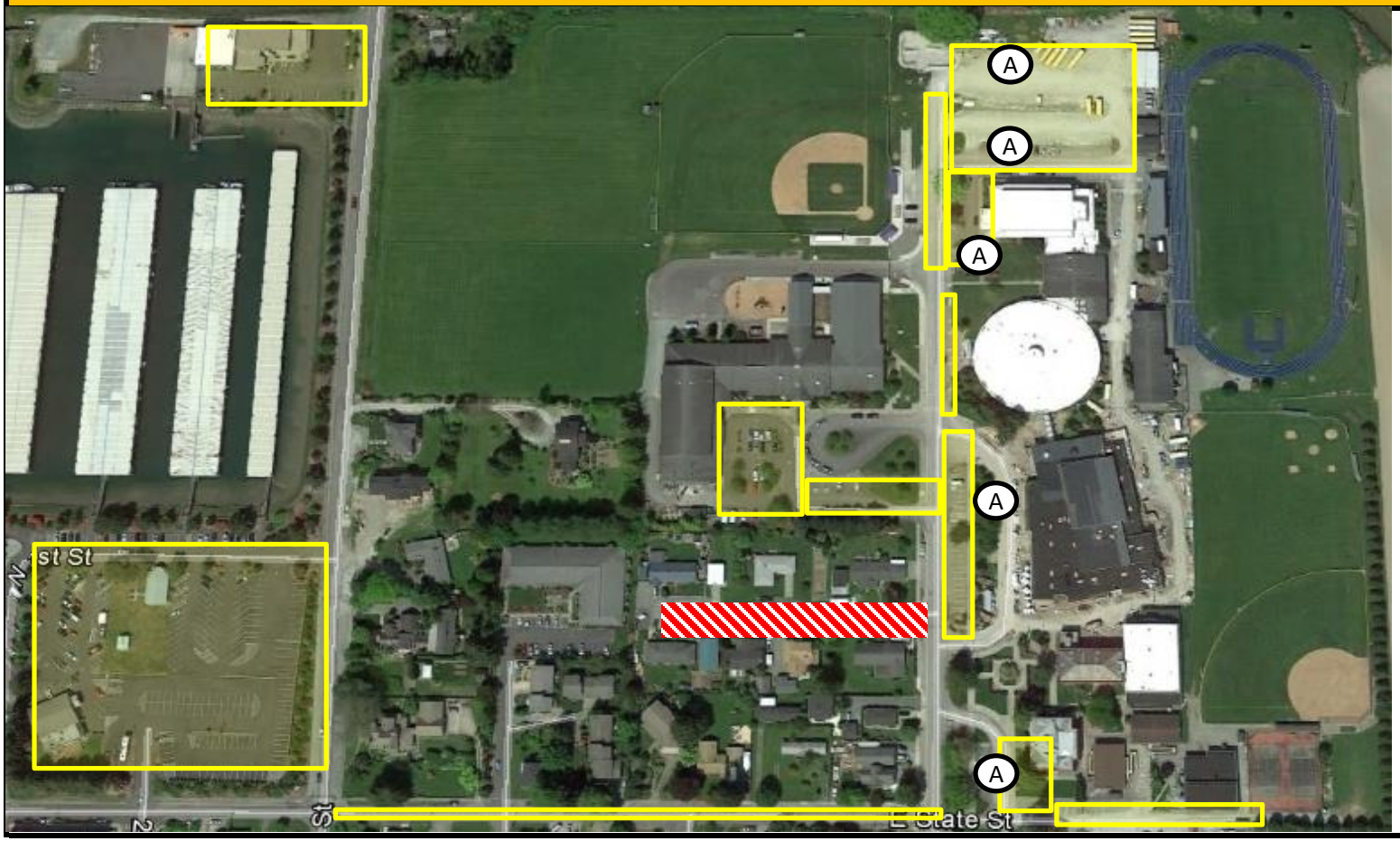
Ex 18 Venue:	School	Location:	La Conner High School and Middle Sch 307 North 6th Street La Conner, WA 98257 GPS (48.395264, -122.490728)	Contact:	Night Time Hours 8:00 PM - 6.00 AM

Max Parking Space	235 at school
Peak Parking Needs	441
Peak Time	12:13AM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Toilets
- Dumpster
- Power Access
- Water Access
- Trash Box
- Tent Town Signs
- Orange Ragnar Tent
- Medic
- No Parking
- Light tower
- Volunteer (A)
- 3 — Sponsorship Tent

OVERVIEW



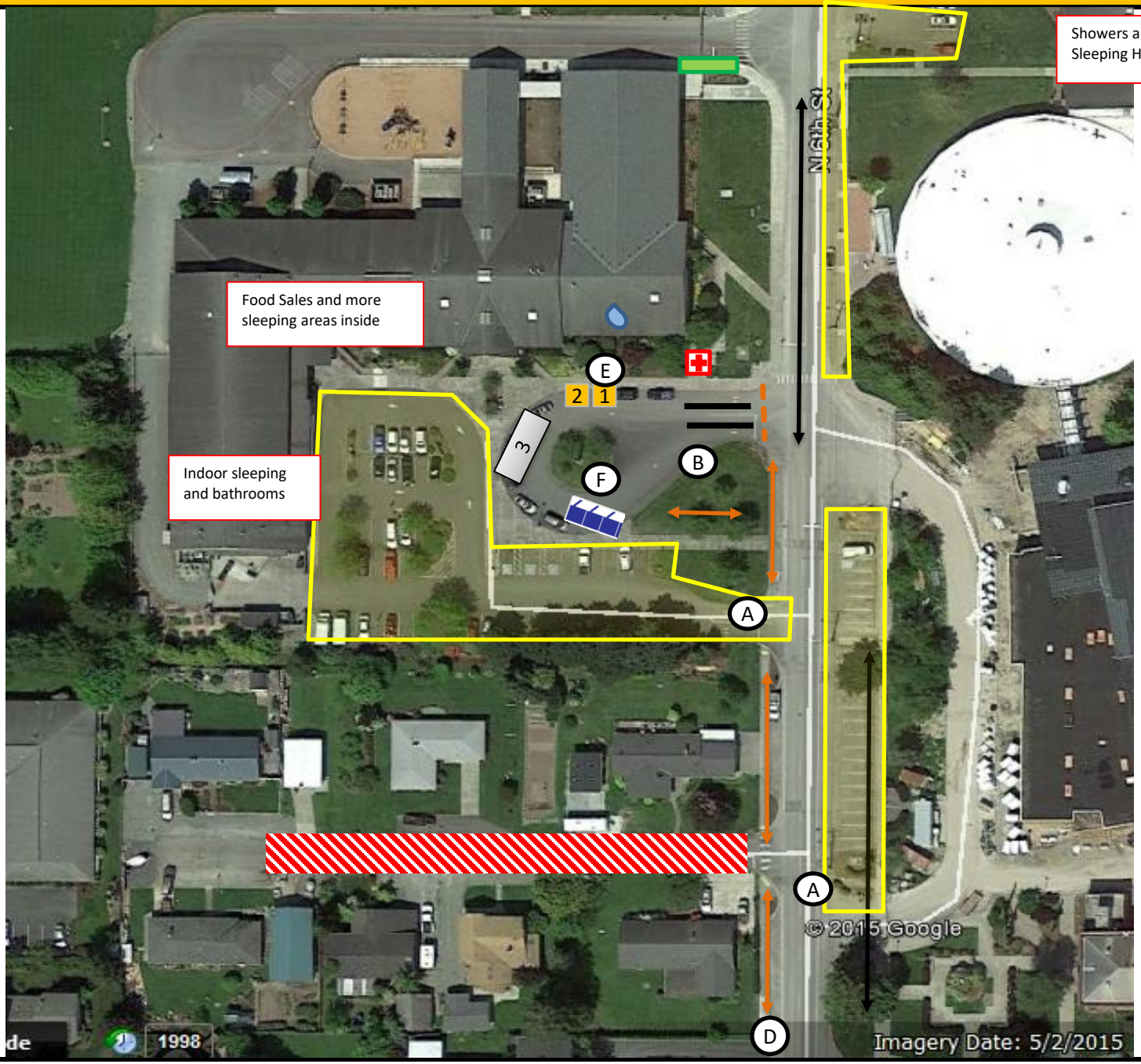
OVERVIEW NOTES:

Parking will be tight at this exchange. Utilize all parking spaces around the Schools.

Overflow parking on streets- parallel parking only- NO blocking private driveways or parking illegally.

Overflow parking at Marina.

DETAIL



Tent NOTES:

Medic Tent:
1 Medic Tent
3 Walls
2 chairs
2 Cots
1 Table
1 First Aid Bin
1 case of water
1 trash box

Tent 1: HQ/Hydration Station
1 orange tent
2 tables
1 Ragnar table cloth
1 Nathan table cloth
1 Nathan Tear Drop Banner
3 chairs
3 Water coolers
Water Cups

Tent 2: LaConnor Fundraiser
1 orange or white tent
1 table
1 table cloth

Major Exchange 18 Sign Sponsorship Banner Roll

DETAIL NOTES:	
CHUTE PLACEMENT	This is an out and back exchange along Sixth Street. Place chute in bus loop- only food traffic in bus loop.
PARKING INSTRUCTIONS	Parking is very tight. Utilize every space possible. Overflow on street and public parking in town.
TRAFFIC CONCERNS	Parking will get congested. Utilize volunteers as best as possible to get vans in and out of exchange.
VAN/RUNNER FLOW	Runners will run in and out on the sidewalk as shown.
PORT-A-POTTIE PLACEMENT	Place in bus loop. Let runners know that there are indoor toielts available.
PRIVATE PROERTY CONCERNS	There are many houses nearby please keep it quite!

OTHER NOTES:

LaConnor High School Food Fundraiser. Encourage runners to go eat in the cafeteria.

Indoor showers, bathrooms, and sleeping. Place Indoor bathrooms on cones in front of Honeybuckets so people will see them while they're in line.

**Important Sleeping- Keep teams from sleeping in hallways and stairways. They must be left open for fire access.

*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/managine traffic into available parking areas. Directing runners to exchange chute.	5
B	Assist incoming and outgoing runners to stay on their proper route. Know where to direct incoming and outgoing runners.	2
C	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announce approaching runners race #	2
D	Volunteer announcing over radio approaching runners race number to volunteer A. This volunteer will be stationed further up the road, as layout shows	1
E	Ensure water jugs are full. Monitor/empty trash bins and ensure portable toilets have adequate t.p.	2
F	Direct runners into locker rooms and sleeping areas and food funraiser	1
		13

Inventory										
	Tents	Tables & t.cloths	Tent Walls	Chairs	Volunteers	Cones	Cot	Medic Bin	80lbs Ice	Case water
TENT #1 WATER STATION & HQ										
	1	1	2	2	2	0	N/A	N/A	N/A	N/A
TENT #2: La Conner Fundraising Tent										
	1	1	0	2	0	0	N/A	N/A	N/A	N/A
TENT MEDIC										
	1	2	3	2	0	0	2	1	80lbs	1
Tent #3: Elevated Legs										
	Bringing own									
	3	4	5	6	2	0	2	1	0	1

Ex 19	Paved Lot	Location:	Swinomish Casino & Lodge Dirt Lot 12885 Casino Drive Anacortes, WA 98221	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	150
Peak Parking Needs	147
Peak Time	2.03 AM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer (A)
- Chute
- No Parking

DETAIL

DETAIL NOTES:	
CHUTE PLACEMENT	Block first entrance and place chute in that area. See detailed picture.
PARKING INSTRUCTIONS	Parking anywhere in dirt lot.
TRAFFIC CONCERNS	Vans should use the second and third entrances to enter parking lot.
VAN/RUNNER FLOW	Help runners cross dirt lot if needed
PORT-A-POTTIE PLACEMENT	Place in southeast corner facing the casino
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	1
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

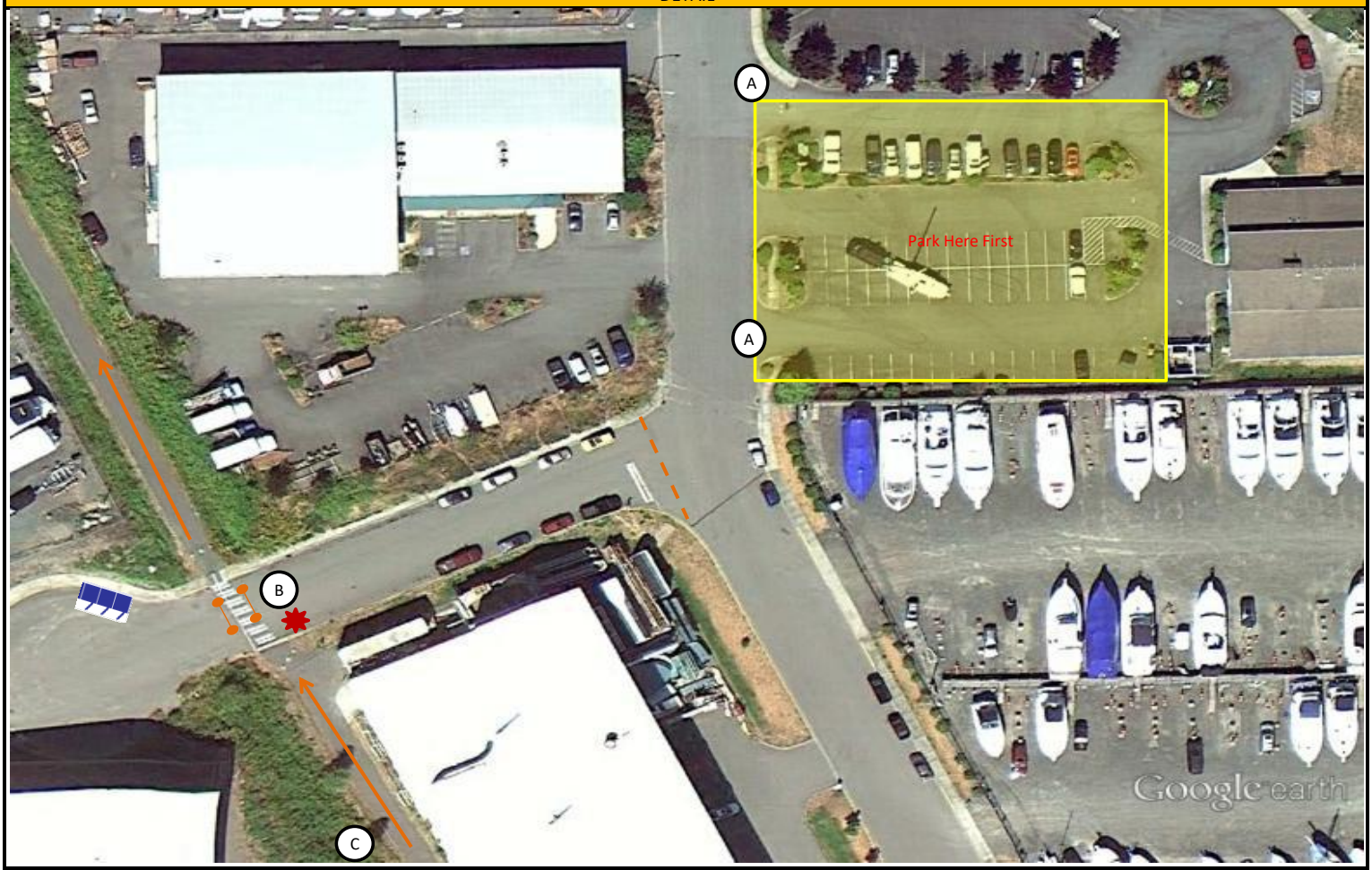
Ex 20 Venue:	Boat Storage Area	Location:	Bunnies By the Bay 3115 V. Ave. Anacortes 98221 GPS (48.495844, -122.603567)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	114
Peak Parking Needs	83
Peak Time	3:41 AM
lots of street parking available	

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer (A)
- Trash Box
- Chute
- No Parking
- Mini Light Tower

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Exchange Chute goes on the Trail , cone entrance to so only foot traffic goes down to exchange.
PARKING INSTRUCTIONS	Main Parking is Bunnies by the Bay. Overflow parking is on the street, plenty of street parking.
TRAFFIC CONCERNS	If the main lot is full, tell teams to find street parking but do not let them block the road or flow of traffic
VAN/RUNNER FLOW	Incoming runner will be approaching via trail. Vans should not be on the acces street the trail crosses.
PORT-A-POTTIE PLACEMENT	Place in cul-da-sac
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	USE BEACONS AND FLASHLIGHTS TO LIGHT UP EXCHANGE *Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

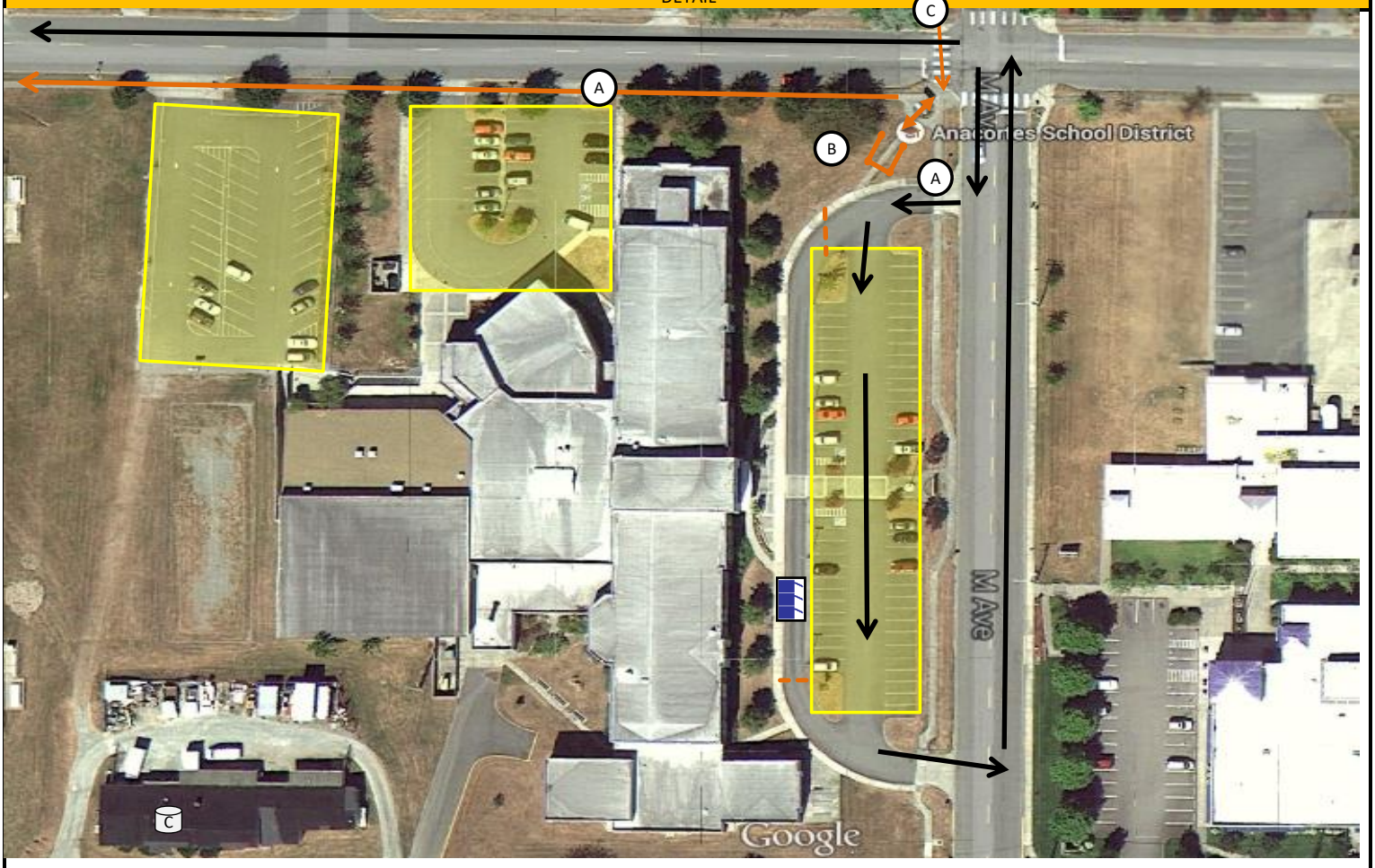
A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 21 Venue:	School	Location:	Anacortes Middle School **QUIET EXCHANGE** 2202 M. Ave. Anacortes, 98221	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	100
Peak Parking Needs	48
Peak Time	4.10 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:	
CHUTE PLACEMENT	Put chute on sidewalk leading up to school. Keep runners on grass.
PARKING INSTRUCTIONS	Parking in front of the school, overflow behind.
TRAFFIC CONCERNS	Volunteer should **HOLD RUNNER** from crossing the street until safe. **DO NOT HOLD** traffic, only runner.
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	Place in bus loop.
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	SHHHH!!! Please remember to respect residents. This is a **QUIET EXCHANGE** please ask team to be respectful of residents.
	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

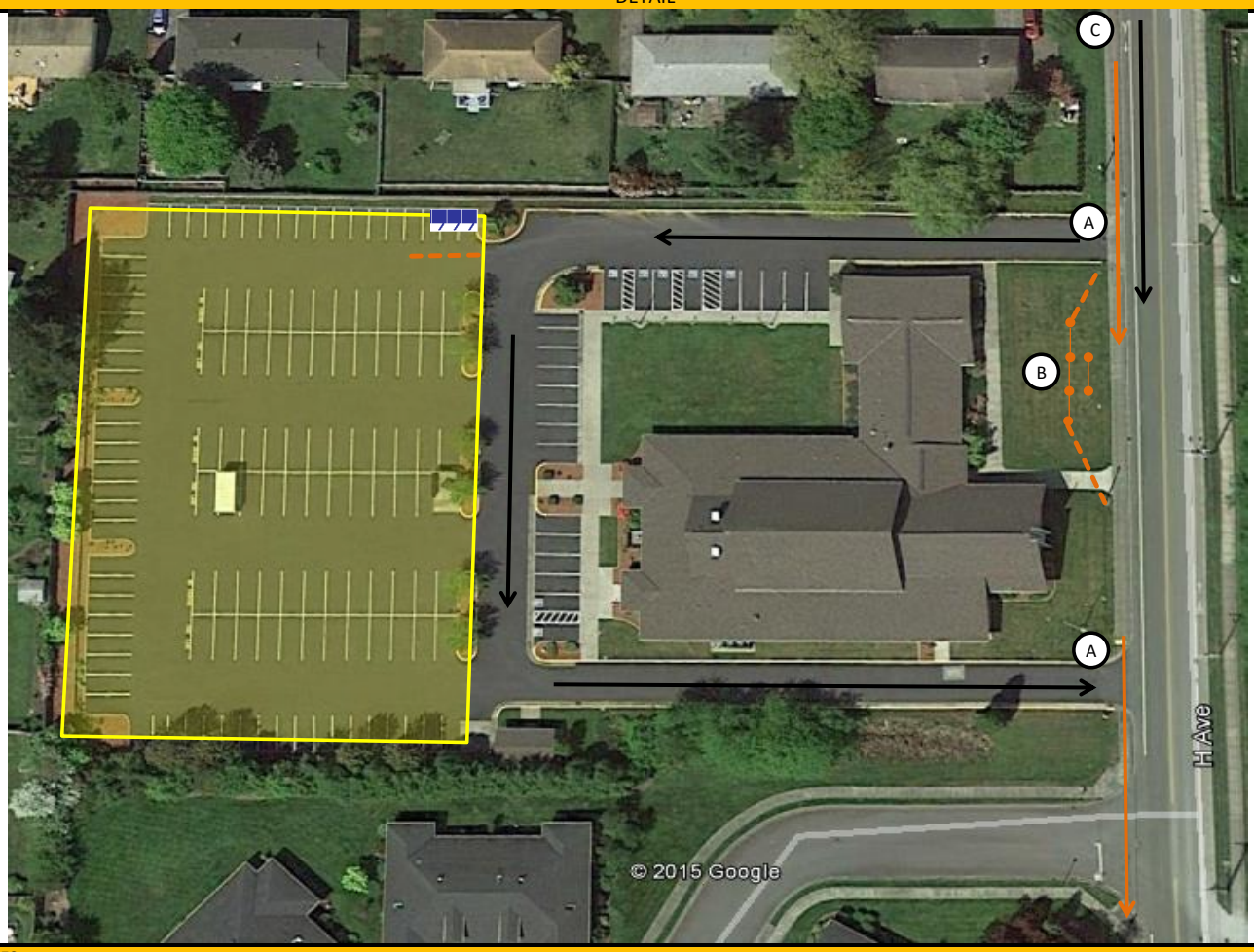
A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 22 Venue:	Church	Location:	LDS Chapel - **QUITE EXCHANGE** 3720 H Avenue, Anacortes, WA 98221 GPS (48.491131, -122.625289)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	138
Peak Parking Needs	42
Peak Time	4:30 AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Light Tower; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute on grass in front of church. Use extra cones and tape to keep teams out of the roadway.
PARKING INSTRUCTIONS	All parking in the back of the church lot.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Vans and runners will cross as vans enter and exit parking area. Volunteers should HOLD RUNNERS until it is safe to cross.
PORT-A-POTTIE PLACEMENT	Place in the back, away from the building.
PRIVATE PROERTY CONCERNS	RESPECT RESIDENTS- **Remind teams to be quite at exchange**. Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
OTHER DETAIL NOTES	Make sure property is completely clean before leaving. Sweep with flashlights so nothing gets lost. *Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

WS 23 Venue:		Location:	48.389820, -122.647473 Near 40769 WA-20 Oak Harbor, WA 98277	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM
Max Parking Space	NA						
Peak Parking Needs	NA						
Peak Time	NA						

Key:

- Parking
- Van's Path
- Runner's Path
- (A) Volunteer
- Water Station

DETAIL

DETAIL NOTES:

Place on wide shoulder. Parking in church lot on SR-20

Approximately 8.8 miles into the leg, 1.0 to go. Total leg mileage: 9.8
First half of leg is van supported.

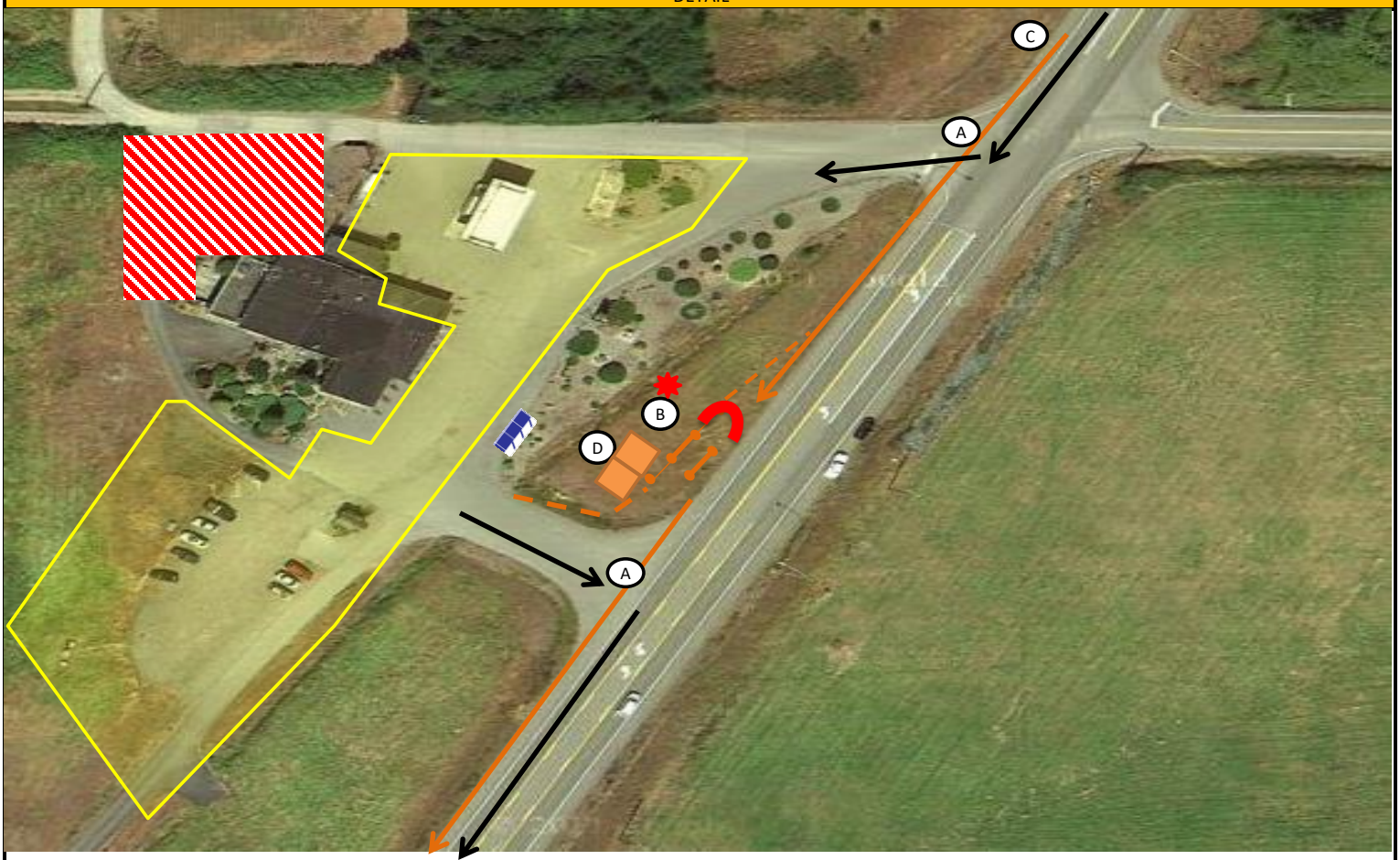
Ex 23 Venue:	Market	Location:	Sound View Shopper	Venue Contact:		Night Time Hours	
			39757 State Route 20, Oak Harbor, WA				8:00 PM - 6.00 AM

Max Parking Space	80
Peak Parking Needs	122
Peak Time	6.02 AM

Key:

Parking	Toilets	Chute	
Cones & Tape	Volunteer (A)		
Van's Path		No Parking	
Runner's Path	Longest Leg Tent	Mini Light Tower	

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place the chute in the grass. Use beacons and flashlights to light up exchange chute and make it visible to runners. If grass is overgrown, place as close as possible and cone an area for runners to stand.
PARKING INSTRUCTIONS	Parking anywhere around the shopper, do not block gas pumps. If grass is not overgrown, it can be used to park in as well. Park out roadways first.
TRAFFIC CONCERNS	This exchange is messy because the parking is scattered. Use light up traffic batons to help direct vans through the night hours.
VAN/RUNNER FLOW	Runners will cross van traffic, station volunteers to help when able.
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	Remember to tell runners to take their trash to the major. Keep exchange clean and sweep the entire area for trash during slow times.
Tents and Tables	2 tents, 2 tables for Leg Medals and RX Bars and water coolers.
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on. END OF REEBOK LEG. EACH RUNNER FINISHING WILL RECEIVE A SPECIAL MEDAL. HAND OUT AT CHUTE.

Volunteer Duties

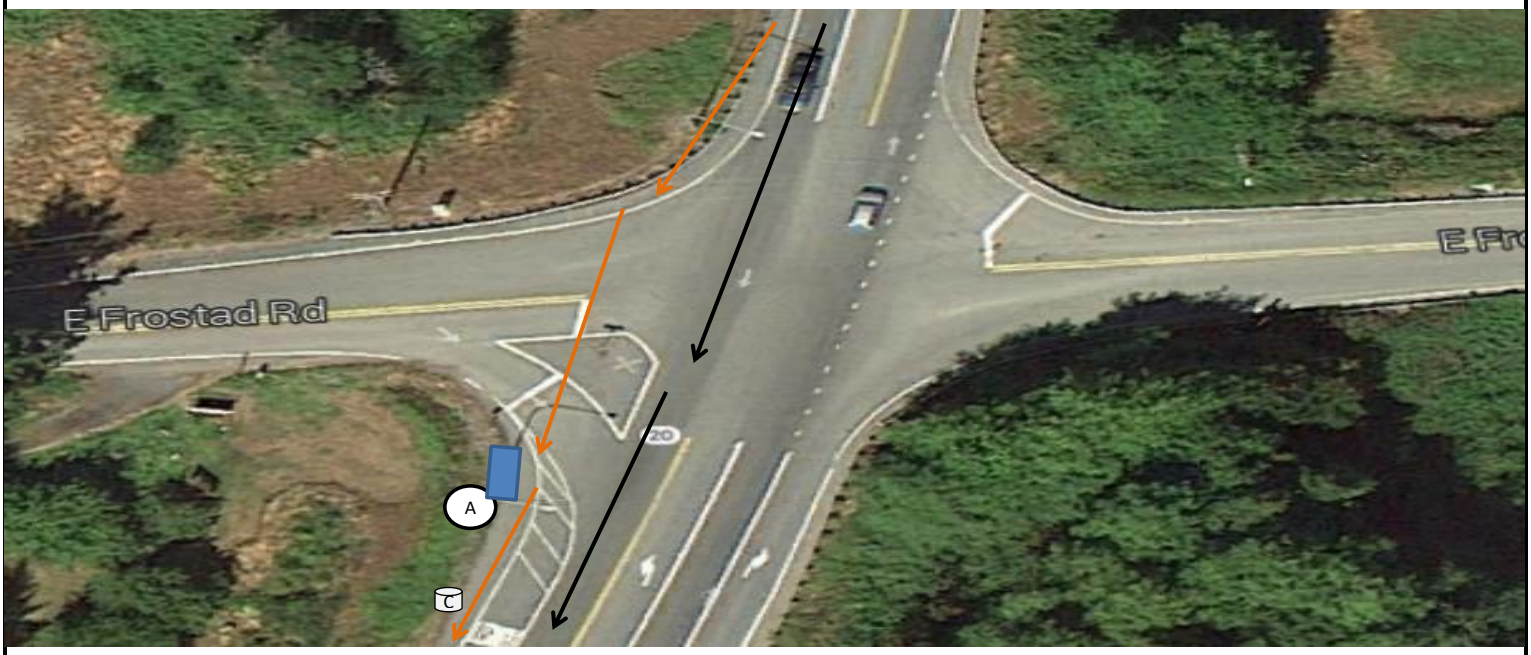
A	Directing/manage traffic. Directing runners to exchange chute.	1
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	2
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1
D	Hand out special medal for runners finish leg 23. Runners should receive the medal at the chute.	2

WS 24 Venue:		Location:	48.347723, -122.612919 intersection of SR-20 and E frostad Rd	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key: Parking; Van's Path; Runner's Path; (A) Volunteer

DETAIL



DETAIL NOTES:

Place on wide shoulder. Make sure the table does not force runner into the bus lane.

Approximately 3.4 miles into the leg, 5.6 to go. Total leg mileage: 9.0
Last portion of leg is van supported.

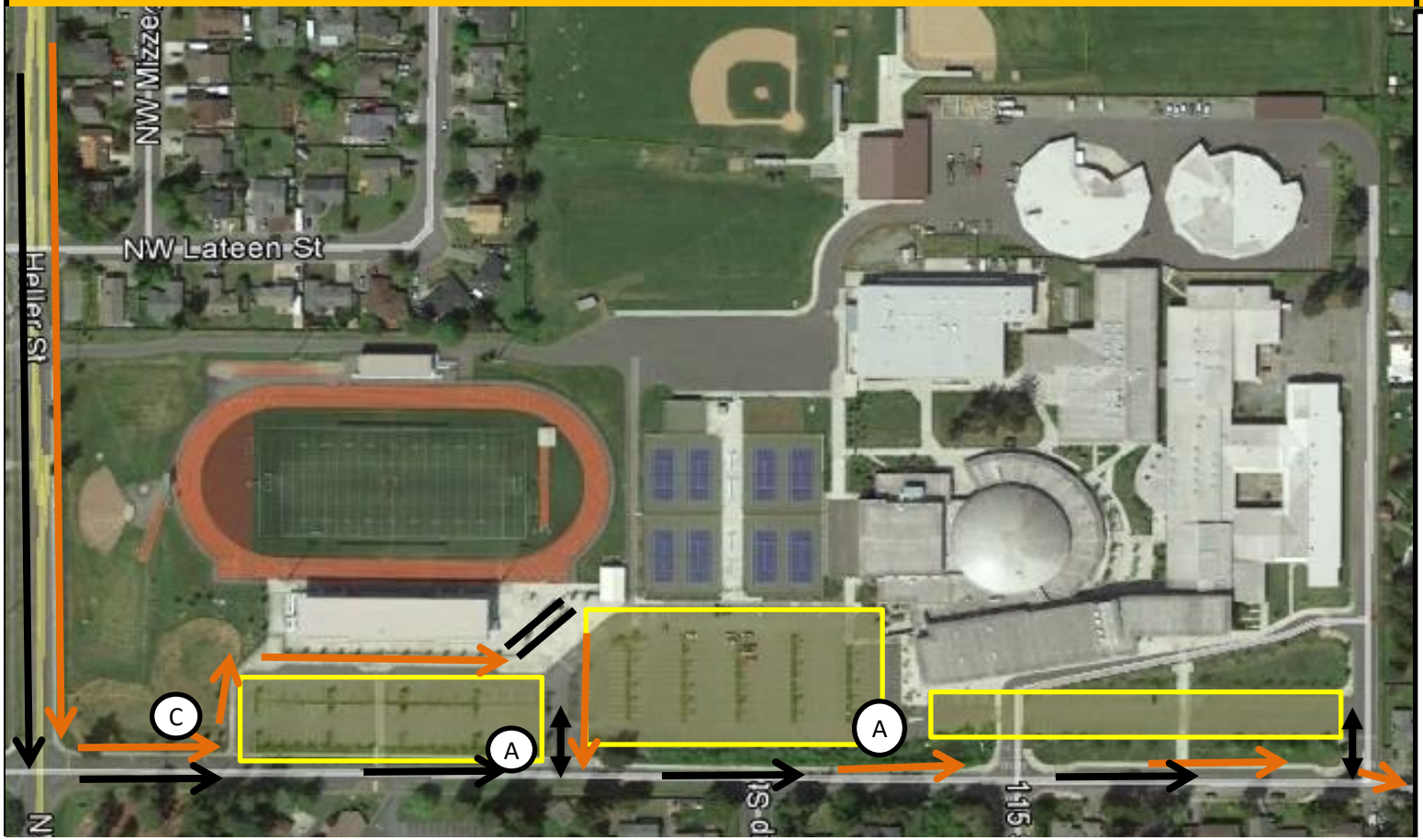
Ex 24 Venue:	School	Location:	Oak Harbor High School #1 Wildcat Way, Oak Harbor, WA 98277 GPS (48.301118, -122.671982)	Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	404
Peak Parking Needs	390
Peak Time	7:22 AM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Toilets
- Dumpster
- Power Access
- Water Access
- Trash Box
- Orange Ragnar Tent
- Medic
- Volunteer (A)
- Reebok Arch

Detail



Tent NOTES:

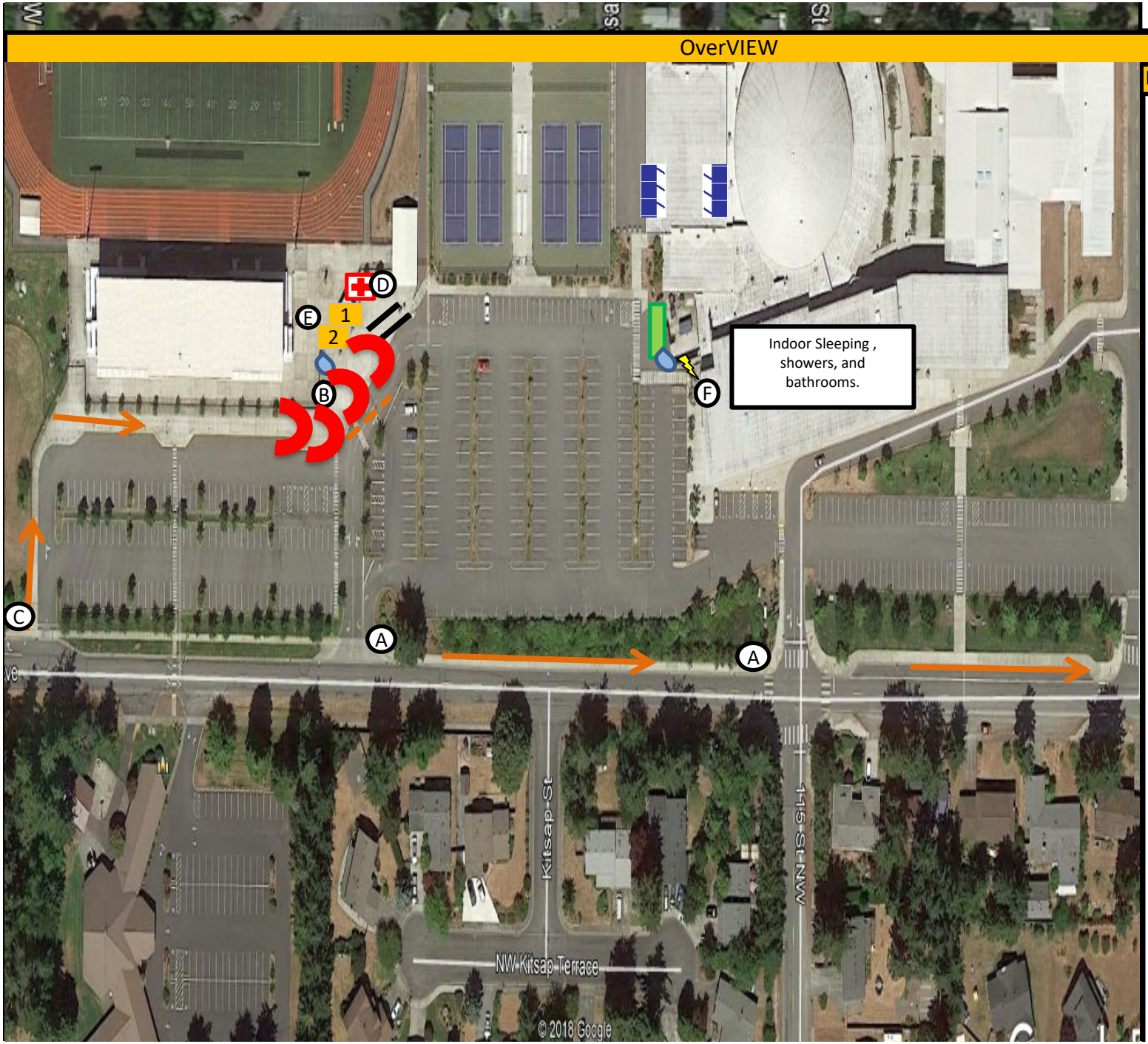
Runners and vans approach from Heller Street.

Runners should approach exchange on sidewalk north of parking lot as shown.

Runners leaving chute should follow sidealk to crosswalks to leave school parking lot.

Vans may access parking lot from any one of the entrances.

OverVIEW



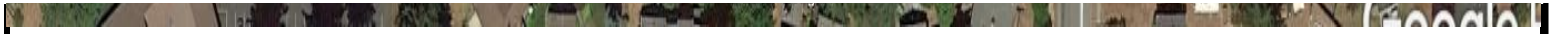
NOTES:

Medic Tent:
1 Medic Tent
3 Walls
2 chairs
2 Cots
1 Table
1 First Aid Bin
1 case of water
1 trash box

Tent 1: HQ/Hydration Station
1 orange tent
2 tables
1 Ragnar table cloth
1 Nathan table cloth
1 Nathan Tear Drop Banner
3 chairs
3 Water coolers
Water Cups

Tent 2: Coffee/Hot Choc.
1 orange tent
3 tent walls
1 table
1 Ragnar table cloth
2 Coolers
3 Percolators
Coffee, Hot Choc, stir sticks, creamer, surgar
Hot Cups
3 ext. cords
1 generator
1 fire extinguisher
1 gas can

Major Exchange 12 Sign Sponsorship Banner Roll



DETAIL NOTES:	
CHUTE PLACEMENT	Place chute on sidewalk area in front of staditum gates.
PARKING INSTRUCTIONS	100 overflow spots at elementary school next to hs or in church across from school.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Runners will exit following sidewalk around school. Cone off the corner of the lot to give them space to run.
PORT-A-POTTIE PLACEMENT	Place in front of school.
PRIVATE PROERTY CONCERNS	

OTHER NOTES:

Indoor sleeping, bathrooms, and showers located inside school. Place indoor restroom signs in front of honeybuckets outside of the school.

Hot Chocolate & Coffee: Use 1 percolator and 2 extra coolers to keep hot water for hot chocolate. Remaining 2 percolators can then be used to make coffee.

Use Oak Harbor's dumpster- keep exchange clean.
Red Reebok Arches will be set up by Reebok.
*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Assist outgoing runners in crossing school entrances.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announce approaching runners race #	2
C	Volunteer announcing over radio approaching runners race number to volunteer A. This volunteer will be stationed further up the road, as layout shows	2
D	Assist in HQ tent	1
E	Ensure water jugs are full. Monitor/empty trash bins and ensure portable toilets have adequate t.p. **Keep Coffee and Hot Chocolate full.**	4
F	Direct runners into locker rooms and sleeping areas	1
		12

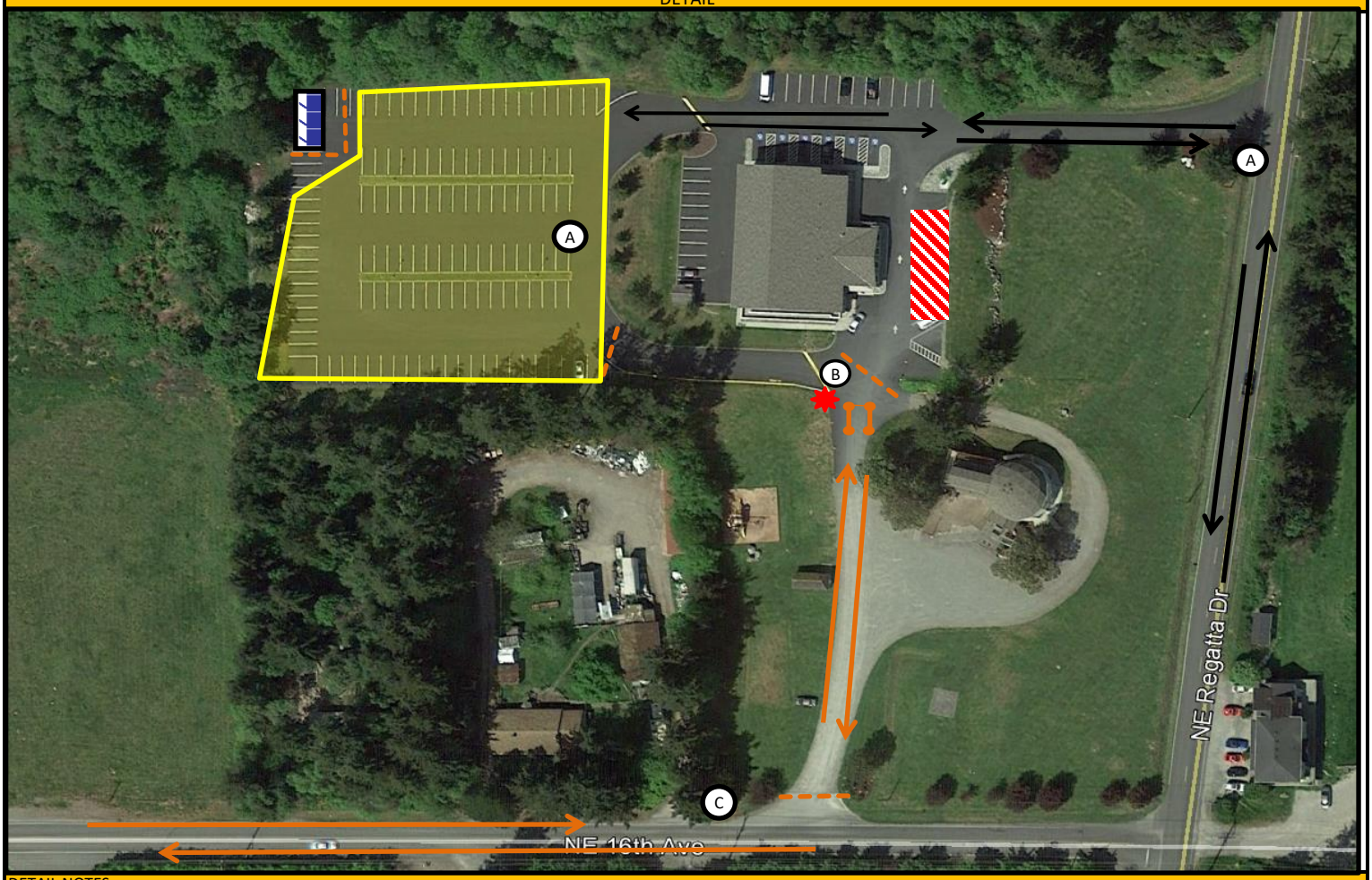
Inventory										
	Tents	Tables & t.cloths	Tent Walls	Chairs	Volunteers	Cones	Cot	Medic Bin	80lbs Ice	Case water
TENT #1 WATER STATION & HQ										
	1	2	2	2	2	0	N/A	N/A	N/A	N/A
TENT #2 Coffee and Hot Chocolate										
	1	1	1	2	2	0	N/A	N/A	N/A	N/A
TENT #2 MEDIC										
	1	2	3	2	0	0	2	1	80lbs	1
	3	5	6	6	4	0	2	1	0	1

Ex 25 Venue:	Church	Location:	Life Church	Venue Contact:		Night Time Hours	
			1767 NE Regatta Drive, Oak Harbor, WA 98277				8:00 PM - 6.00 AM

Max Parking Space	150
Peak Parking Needs	46
Peak Time	8.48 AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Mini Light Tower; Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Pull chute driveway, and block the driveway from cars by coning the entrances.
PARKING INSTRUCTIONS	Vans should use the lot behind the church
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	Place in the far area of the lot.
PRIVATE PROERTY CONCERNS	There are some houses nearby. Please make sure runners are being respetul of the neighbors
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 26 Venue:	Park	Location:	Flintstone Park Southeast Dock Street Oak Harbor, WA 98227 GPS (48.287409, -122.647244)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	100
Peak Parking Needs	37
Peak Time	8:49 AM

Ample street parking available

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL

DETAIL NOTES:

CHUTE PLACEMENT	Pull chute into grass. Make sure runners exchange in the chute away from roadway. Volunteers will need to direct them accordingly.
PARKING INSTRUCTIONS	Parallel parking along the road, a few spots in the roundabout of the park as well.
TRAFFIC CONCERNS	Teams who park across the road MUST use their flags when crossing to the chute. Volunteers please remind teams to do so.
VAN/RUNNER FLOW	Exiting runner will cross vans entering parts of the parking lot. Volunteers should **HOLD RUNNERS (NOT TRAFFIC)** until it is safe to cross
PORT-A-POTTIE PLACEMENT	Behind small building in the grass
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

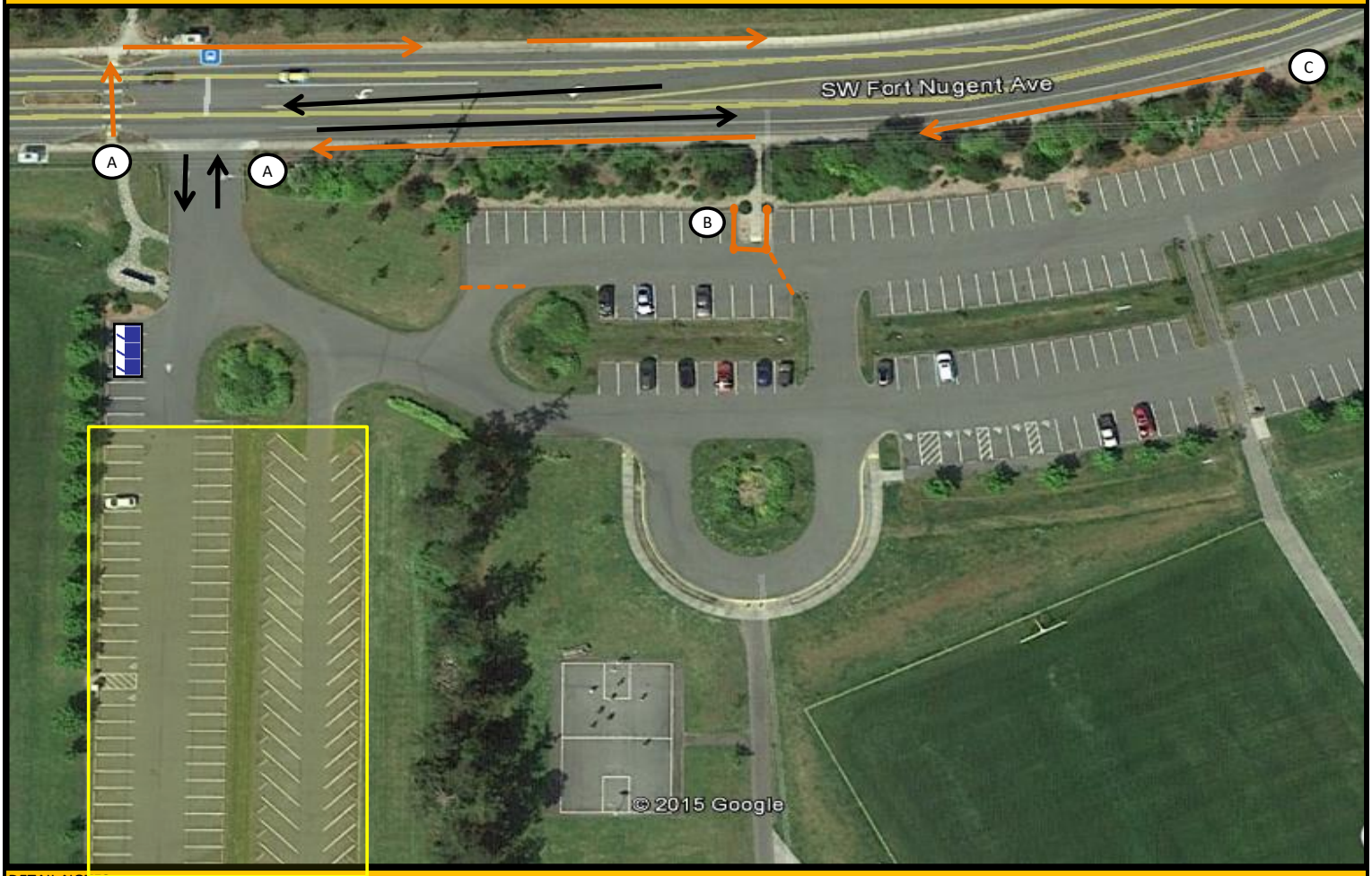
A	Directing/manage traffic. Directing runners to exchange chute.	1
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 27 Venue:	Park	Location:	Fort Nugent Park 1798 SW 17th Ave, Oak Harbor, 98277	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	196 lower lot
Peak Parking Needs	45
Peak Time	9.31 AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute on sidewalk in upper lot. There is a break in the bushes, have a volunteer stand on the sidewalk to direct runners to turn. Keep teams in the parking lot, not on the sidewalk.
PARKING INSTRUCTIONS	Parking in lower lot.
TRAFFIC CONCERNS	Runners will cross van traffic. **HOLD RUNNERS** not traffic until it is safe for runners to cross. Runner will also cross road, again **HOLD RUNNERS** until safe to cross.
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	Plce in the front few spaces of the lower lots with doors facing trees.
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	(4 women&4men Public restrooms there) *Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 28 Venue:	Church	Location:	Christian Reformed Church **QUIET EXCHANGE** 1411 N 1570 W Oak Harbor, WA 98277 GPS (48.296819, -122.691845)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	99
Peak Parking Needs	41
Peak Time	9:59 AM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL

DETAIL NOTES:

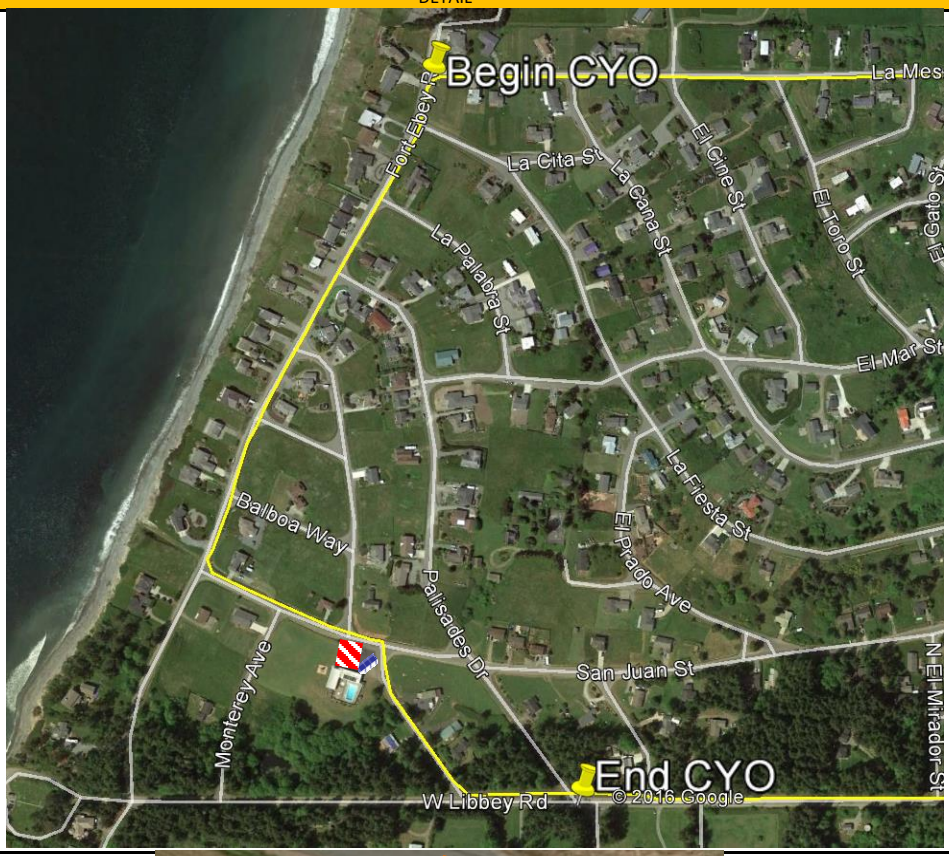
CHUTE PLACEMENT	Place chute in bus loop. Use cones to block vans from entering loop where runners will exchange
PARKING INSTRUCTIONS	All parking will be on the backside of the church building.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Exiting runner will cross vans entering and exiting. Use volunteer to hold RUNNER until it is safe for them to cross driveway.
PORT-A-POTTIE PLACEMENT	Place in first three or four parking space nearest the traffic circle.
PRIVATE PROERTY CONCERNS	Please remind teams to be respectful of residents, as there is houses near. This is a **QUIET** Exchange, no excessive noise, horns, or whistles allowed.
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	2
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 29 Venue:		Location:	CHOOSE YOUR OWN	Venue Contact:		Night Time Hours
		QUIET Exchange - No excessive noise or parking in driveways				8:00 PM - 6.00 AM
Max Parking Space	No Parking	Key:	Parking		Toilets	Chute
Peak Parking Needs			Cones & Tape		Volunteer	
Peak Time	9:30 AM		Van's Path			No Parking
			Runner's Path		Trash Box	

DETAIL



- NO PARKING signs placed around this area and at the entrance

Cone all the way around the Sierra Country Club parking lot. Leave an opening wide enough for cars to get in at the corner. Place No Ragnar Parking signs on either side of the entrance.

DETAIL NOTES:	
CHUTE PLACEMENT	
PARKING INSTRUCTIONS	Use cones to block parking area in front of clubhouse. Place the NO Parking signs on those same cones.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	Respect Homes around, BE QUIET
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

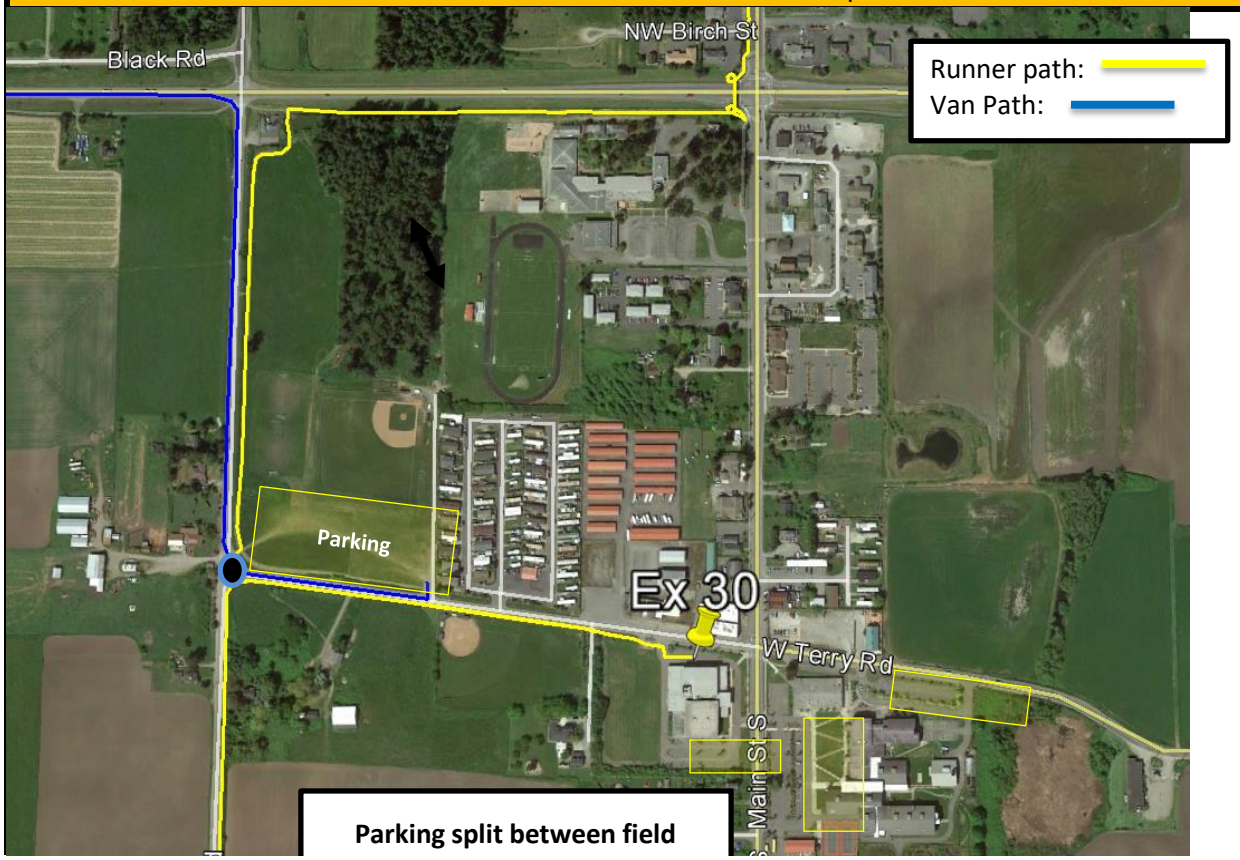
Ex 30 Venue:	School	Location:	Coupeville High School 501 South Main St. Coupeville, 98239 GPS (48.207390, -122.685644)	Contact:	Night Time Hours
					8:00 PM - 6.00 AM

Max Parking Space	152 at HS, 200 in field
Peak Parking Needs	248
Peak Time	1:12 PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Ragnar Semi
- Toilets
- Dumpster
- Power Access
- Water Access
- Trash Box
- Orange Ragnar Tent
- Medic
- Volunteer
- Police Officer

Overview Map



Parking is in field next to baseball fields off Terry Road. Majority of vans should reach this field from Ebey Road if they are following the vehicle directions. Some may come through on Main Street. Direct anyone that comes in on Main Street to park at school.

Those who park in the field should walk in grass and sidewalk down to high school. Keep people out of roadway. Use witch hat cones to block this off.

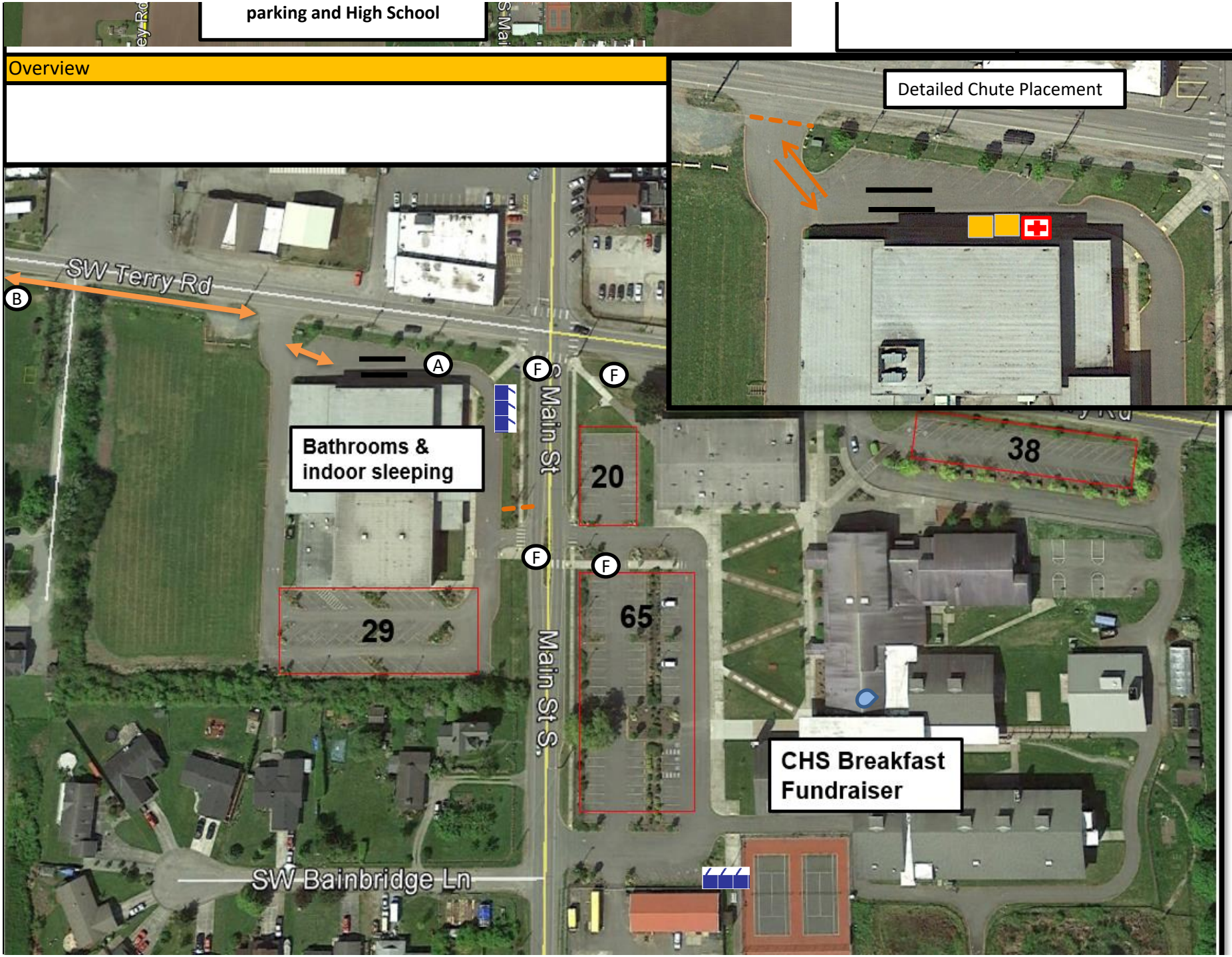
Runners are NOT permitted to use flags to cross the roadways here. Must ONLY use crosswalks at discretion of officer.

Indoor sleeping, showers, and bathrooms at the High school.

Coupeville High School breakfast fundraiser in the Cafeteria.

parking and High School

Overview



DETAIL NOTES:	
CHUTE PLACEMENT	Place chute on pavement parking area North of gymnasium. Cone area off to vehicle traffic.
PARKING INSTRUCTIONS	Parking is divided between district baseball field parking and lots in high school.
TRAFFIC CONCERNS	**Ragnar volunteers will NOT direct traffic at any time. They can only hold runners. Do not attempt to stop vehicles.**
VAN/RUNNER FLOW	Participants must cross main street at light with Officer. They must wait for officer or light to cross them.
PORT-A-POTTIE PLACEMENT	Split between both lots
PRIVATE PROERTY CONCERNS	

OTHER NOTES:

Indoor sleeping, bathrooms, and showers located inside school. Place indoor restroom signs in front of honeybuckets outside of the school.

Dumpster onsite for Ragnar use. Keep exchange clean.

Coupeville High School Breakfast fundraiser inside school.

*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

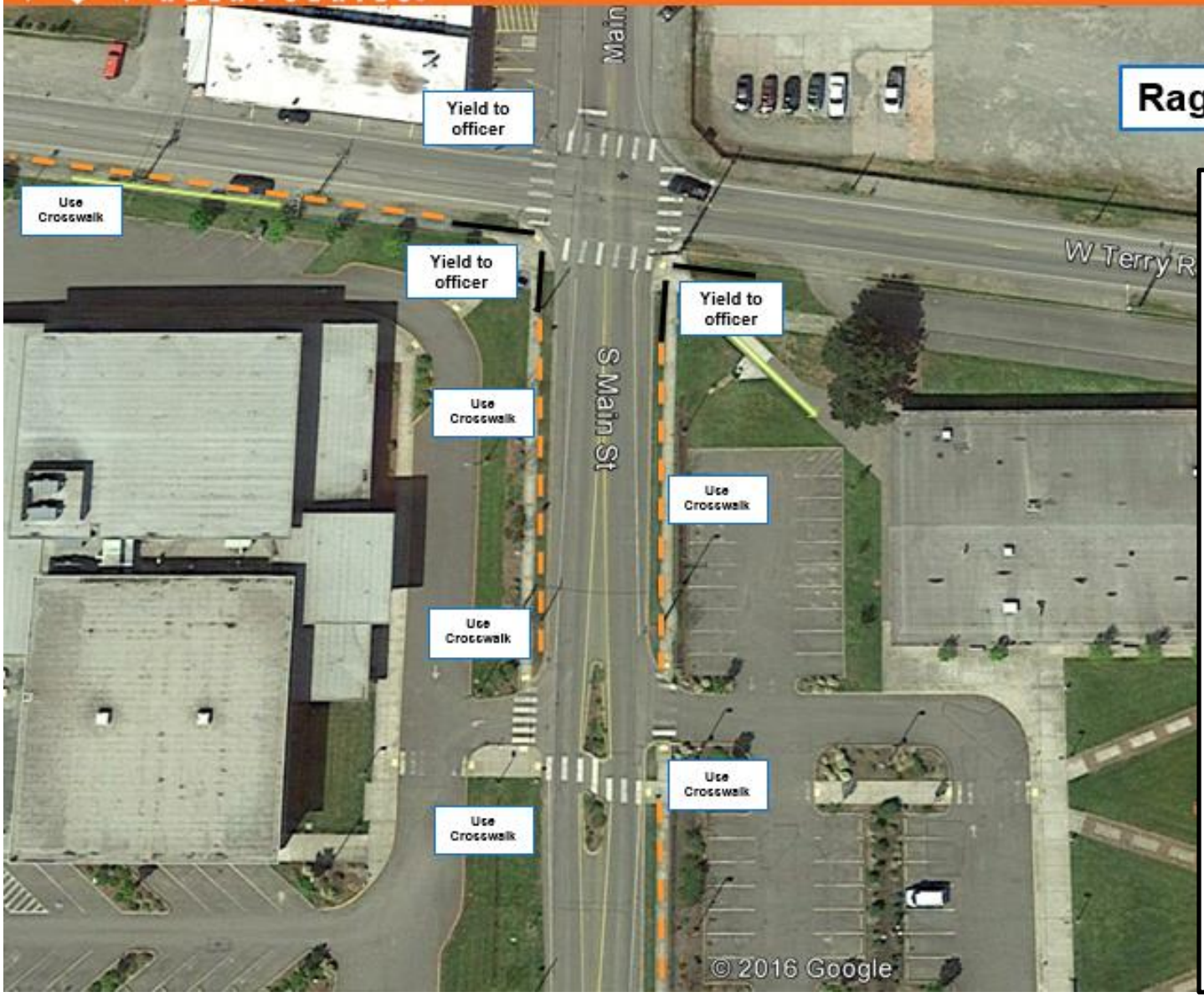
Volunteer Duties		
A	Monitoring exchange chute. Baton exchange must be between double orange tape. Recording time that runner passes through exchange chute. Announcing approaching runners race numbers.	2
B	Stand 200 - 300 yards ahead of the chute. As runners approach, call out team numbers on the radio to the volunteers at the chute.	1
C	Direct traffic & assist w/ vehicle parking. Keep flow of traffic moving efficiently at all times - BE ASSERTIVE. Make sure vehicles are moving at a safe speed and are observant of runner/pedestrian locations. Only direct vans to overflow lot when main parking areas are full. Keep onlookers OUT OF ROAD.	4
D	Monitor the volunteer check in tent. Fill water jugs when low. Monitor trash bins and replace garbage bags when needed. Monitor toilets and restock with toilet paper when needed.	2
E	Manage Shower, Sleeping and Food Areas inside HS and Middle School. Monitor Parking Lot. Change garbage bags when needed.	2
F	Only allow people to cross at the crosswalk between schools. Assist incoming runner cross street in crosswalk to reach exchange.	4
		15

Inventory										
	Tents	Tables & t.cloths	Tent Walls	Chairs	Volunteers	Cones	Cot	Medic Bin	80lbs Ice	Case water
TENT #1 WATER STATION & HQ										
	2	2	2	2	2	0	N/A	N/A	N/A	N/A
TENT #2 MEDIC										
	1	2	3	2	0	0	1	1	80lbs	1
	3	4	5	4	2	0	1	1	0	1

Additional Exchange Information

RAGNAR RELAY SERIES

Pedestrian Traffic Control



Ragnar Signs

Use Witch hat cones to cone Terry Road leading to the high school.

Runners need to stay on the pathway to school and out of the road way.

Use regular cones every 10-15 cones to place a sign that reminds runners to use the crosswalk/walk on sidewalk.

4 pieces of Pedfencing should be placed on each corner of Terry Rd and Main to keep runners from crossing the road until directed to by officer.

Runners will be crossing vehicle traffic at Ebey and Terry Road. Place volunteer on either side of the road to hold the runners. Do not allow them to hold vehicle traffic.

Place C Volunteers to help direct runners to the chute and direct vehicles to field or school parking.

Volunteer B placed to call in runner numbers and assist with direction volunteers to chute.

Ex 31 Venue:	Field	Location:	Public Works Field 434 Wanamaker Rd. Coupleville, WA 98239	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	100+
Peak Parking Needs	65
Peak Time	1.20 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Police Officer; Chute; No Parking

DETAIL

DETAIL NOTES:

CHUTE PLACEMENT	Place chute in grass area. They construction company is going to level out an area with gravel for the runners to cross. Place the chute 15-20 feet from that.
PARKING INSTRUCTIONS	Vans will turn into the grass fied jut past the trees on Keystone Hill Rd. They have the whole field to park. Use cones to block vans from coming past the porta-johns as shown. There is plenty of room but a volunteer should make sure they do not park to close to the entrance so the flow in and out remains open. Vans should not park below the concrete water well in the field
TRAFFIC CONCERNS	Make sure vans are moving in and out of the parking area and not blocking traffic on Keystone Hill Rd.
VAN/RUNNER FLOW	Keep runners away from the Street. Van flow in and out will be very tight. Volunteer at the entrance should help facilitate vans coming in and out.
PORT-A-POTTIE PLACEMENT	Place in front of the bushes with the doors facing the bushes.
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

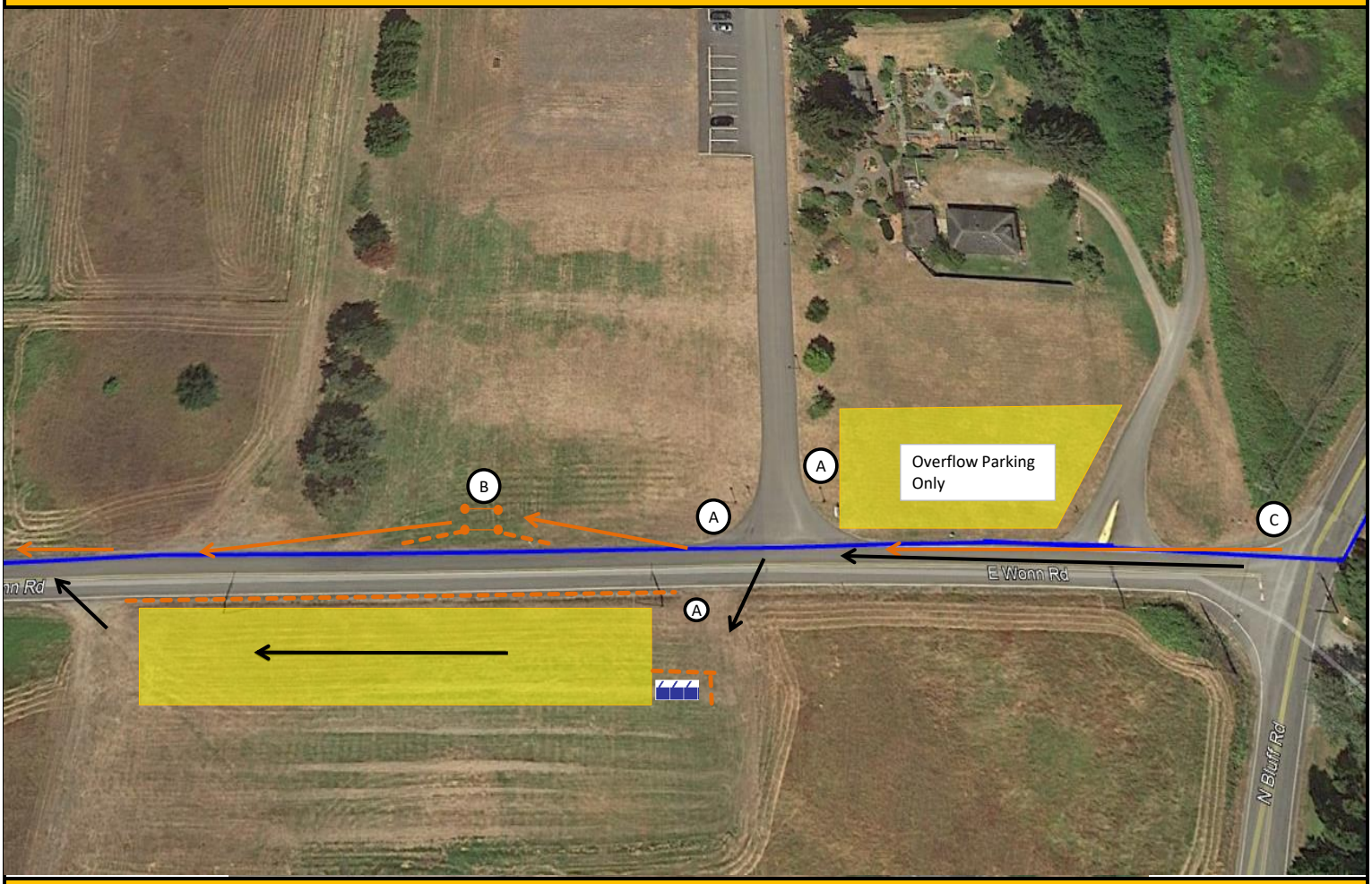
14 of the 18 are witch hat cones

Ex 32 Venue:	Greenbank Farm	Location:	Greenbank Farm 765 Wonn Rd A201, Greenbank, WA 98253 GPS (48.105635, -122.575107)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	150
Peak Parking Needs	78
Peak Time	3:48 PM
Utilize fields for parking	

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

DETAIL



DETAIL NOTES:	
CHUTE PLACEMENT	Place chute on grass in the very back of the property. Runners will take service road/dirt road behind buliidngs to access chute.
PARKING INSTRUCTIONS	Parking will be across Wonn Rd. If this area fills up, there is overflow parking listed on the map.
TRAFFIC CONCERNS	Vans need to be careful and aware of traffic turning into and out of the parking area
VAN/RUNNER FLOW	Runners - None/Teams crossng the street must use flags to cross Wonn Rd to the Farm and chute. Use cones and tape to keep runners and teams from crossing the road in multiple places. They should only cross road near volunteer. Volunteer will stop **TEAMS/RUNNERS** from crossing if traffic is coming. **Volunteers WILL NOT stop traffic at any time**
PORT-A-POTTIE PLACEMENT	Place in lot where parking is located
PRIVATE PROERTY CONCERNS	There is a wedding on site in the evening.
OTHER DETAIL NOTES	Please have some one sweep for trash on a regular basis. Also remind runners to use the port-a-johns in the parking area and not the ones in the barn. Have a volunteer check those bathrooms periodially

Volunteer Duties

A	Directing/manage traffic. Directing runners to exchange chute.	3
B	Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers.	1
C	Stationed 200-300 feet from exchange, radio incoming runner number to chute.	1

Ex 33 Venue:		Location:	Bush Point Boat Parking Lot 229 Spyglass Dr., Freeland, 98236	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	38
Peak Parking Needs	67
Peak Time	5.11 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking

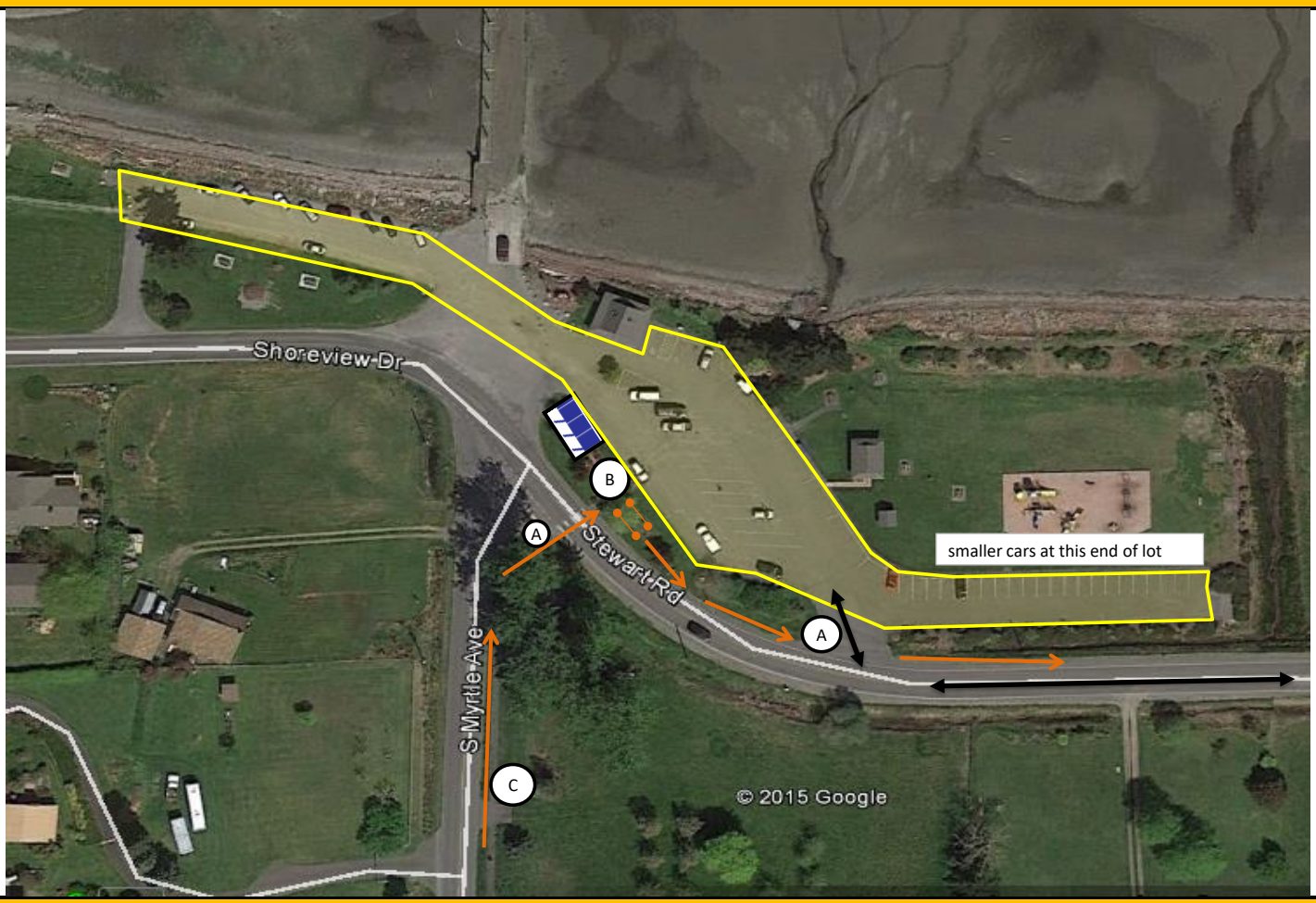
DETAIL NOTES:	
CHUTE PLACEMENT	Place off to the side of the entrance from Sandpiper Rd.
PARKING INSTRUCTIONS	**You must allow boat trailers to park if they come. Try to park them as much out of the way as possible.**
TRAFFIC CONCERNS	Parking and traffic is going to be extremely tight. Encourage vans to utilize road side parking if they need to do the exchange outside of the exchange chute with their runner, that is okay. **Keep teams waiting in the grassy area beside the chute. Only the outgoing runner should be on the same side as the**
VAN/RUNNER FLOW	Runners should be turned down Magellan Drive and do and an in and out on Sandpiper Road. Vans should access parking via Spyglass parking
PORT-A-POTTIE PLACEMENT	Place in front of grassy are- try not to take any parking stalls.
PRIVATE PROERTY CONCERNS	**No Parking in B&B Bush Point Wharf.**
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties		
A	Direct vans to the Left and runners to the Right. Let vans know if they need to go to overflow parking.	1
B	Monitoring exchange chute. Announcing approaching runners race numbers, when slow manage toilets and change garbage bags	1
C	Directing runners to exchange chute and Vans to overflow parking areas- any legal streetside parking. Do not let vans block driveways.	2

Ex 34 Venue:	Park	Location:	Freeland Park in Freeland 1535E. Shoreview Ave. Freeland, 98249 GPS (48.015262, -122.530925)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	50
Peak Parking Needs	58
Peak Time	6:33 PM

Key: Parking; Cones & Tape; Van's Path; Runner's Path; Toilets; Volunteer (A); Chute; No Parking



DETAIL NOTES:	
CHUTE PLACEMENT	Place Chute in the grass. Make sure you enforce that runners are staying out of parking area/road and stay in grass..
PARKING INSTRUCTIONS	Vans should park in spaces and exit quickly. This will get busy and vans should not hang out once they have collected their runner.
TRAFFIC CONCERNS	Incoming runners should cross in the crosswalk. Have a volunteer help. Volunteers should hold runners until safe to cross. Volunteers may NOT stop traffic at any time
VAN/RUNNER FLOW	Help runners cross van traffic as they leave exchange. Hold runners until safe to cross. NEVER hold up traffic only runners.
PORT-A-POTTIE PLACEMENT	Face toward the grass
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties		
A	Direct vans to the Left and runners to the Right. Let vans know if they need to go to overflow parking.	2
B	Monitoring exchange chute. Announcing approaching runners race numbers, when slow manage toilets and change garbage bags. Help runners cross at crosswalk- should not dart in front of incoming traffic.	1
C	Directing runners to exchange chute and Vans to overflow parking areas- any legal streetside parking. Do not let vans block driveways.	1

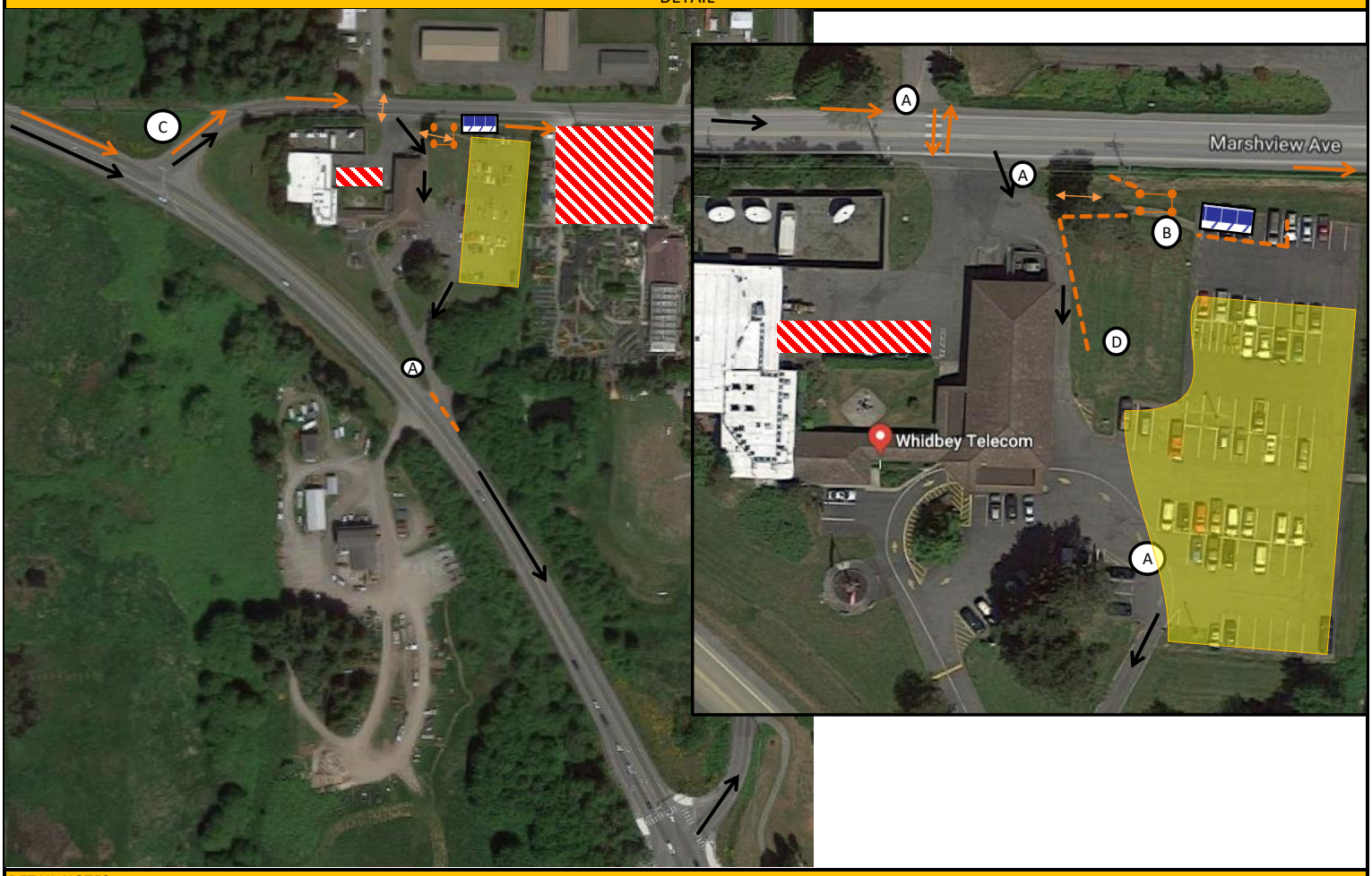
Ex 35 Venue:	Parking Lot	Location:	Whidbey Telcom 14888 WA-525, Langley, WA 98260, GPS (48.007630, -122.463560)	Venue Contact:		Night Time Hours	8:00 PM - 6.00 AM

Max Parking Space	50
Peak Parking Needs	46
Peak Time	7.08 PM

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Toilets
- Volunteer (A)
- Chute
- No Parking

DETAIL



DETAIL NOTES:

CHUTE PLACEMENT	Place chute on the flat area of grass next to the toilets. Cone and tape off the grass so that runners do not go out into road way where vehicles are entering.
PARKING INSTRUCTIONS	Parking one direction flow. **Entrance is on Marshview Ave. ONLY.** Have volunteer and 2 cones allowing vans to Exit on Hwy 525.
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	Only active runners are allowed to cross street
PORT-A-POTTIE PLACEMENT	
PRIVATE PROERTY CONCERNS	
OTHER DETAIL NOTES	*Night Time Hours Note: If there is fog in the area after night time hours, tell teams to keep night time gear on.

Volunteer Duties

A	Directing runners to exchange chute and Vans parking areas.	4
B	Monitoring exchange chute. Announcing approaching runners race numbers, when slow manage toilets and change garbage bags	1
C	Calling in runner numbers to the chute.	1
D	Keeping runners in the holding area until it's time for them to run.	1

WS 36 Venue:		Location:	48.033052, -122.441883	Venue Contact:		Night Time Hours
			S Aquila Dr and Bayview Rd, Langley, WA			8:00 PM - 6.00 AM

Max Parking Space	NA
Peak Parking Needs	NA
Peak Time	NA

Key: Parking; Van's Path; Runner's Path; (A) Volunteer

DETAIL

DETAIL NOTES:

Place on wide shoulder. Make sure the table does not force runner into the bus lane.

Approximately 2.0 miles into the leg, 2.6 to go. Total leg mileage: 4.6

Finish Venue:	Fairgrounds	Location:	Island CO Fairgrounds 819 Camano ave, Langley, WA	Contact:		Night Time Hours	
Max Parking Space	330						
Peak Parking Needs							
Peak Time							

Key:

- Parking
- Cones & Tape
- Van's Path
- Runner's Path
- Chute
- Trash Box
- Ragnar Semi
- Toilets
- Dumpster
- Power Access
- Water Access
- PA System
- Light tower
- Volunteer
- Orange Ragnar Tent
- Participant path
- Sponsor Tent
- Medic
- A-Frame Directional Signage
- PED fencing
- No Parking
- Arch
- Pour Truck
- Food Vendor

Overview of runner path

Parking Overview

Overview Notes

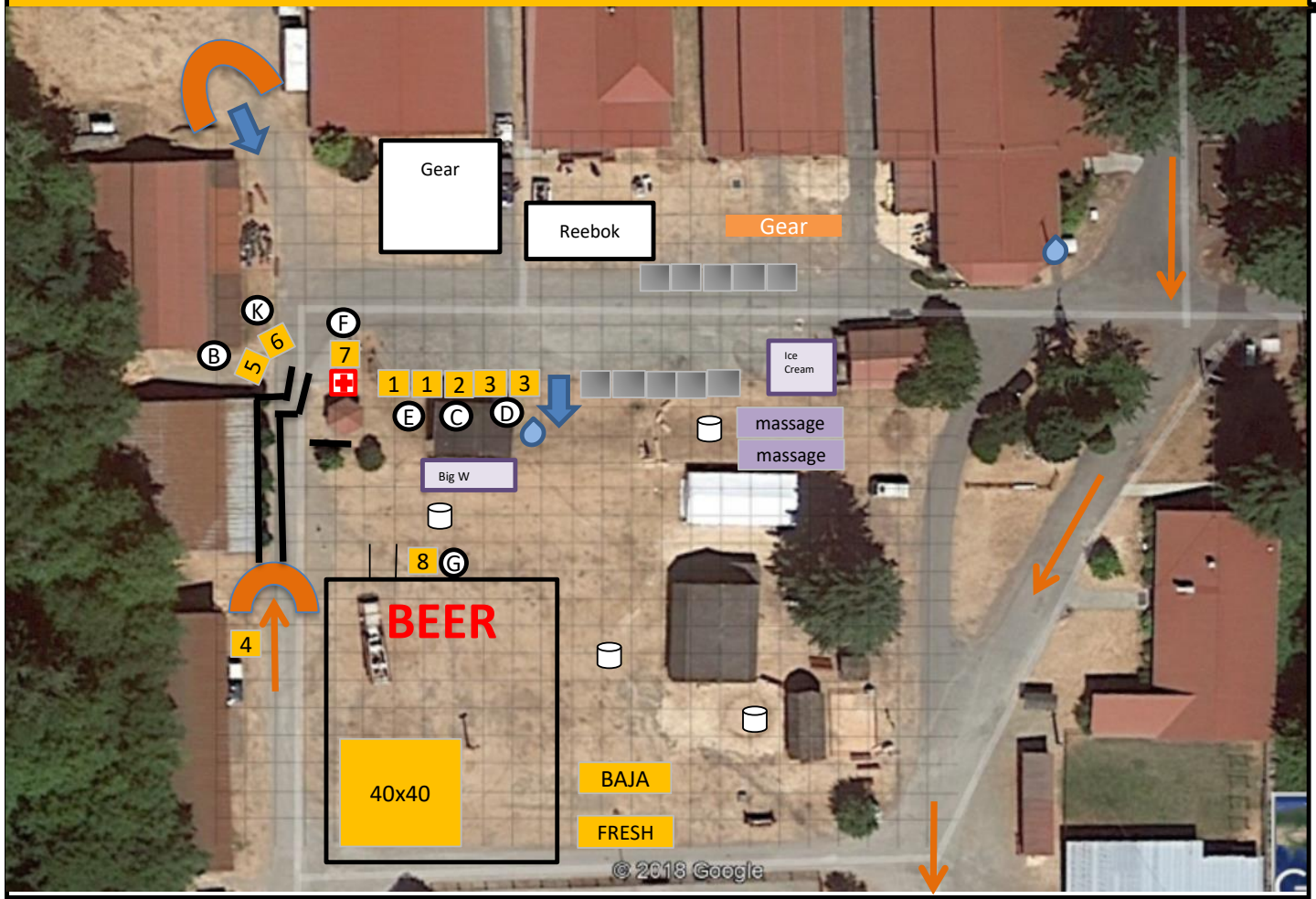
No Parking in the soccer fields or in the track field area. These areas need to be coned off.

Cone off the area to ensure teams do not oveflow into the soccer fields.

Fill parking A first then use B. There is a small amount of overflow parking, depicted by "C"

Park people close and organized in the fields- if managed well, there will be plenty of room.

Detailed



Trailer Detail

Announcer (4)
1 orange tent
1 table/table cloth
3 tent walls
PA system
1 generator, ext cord, fire ext.
1 chair

Medals & Fruit (5&6)
2 orange tents
2 tables
4 tent walls
2 table cloths
2 Chairs
Finisher Medals
Van Decals
Fruit

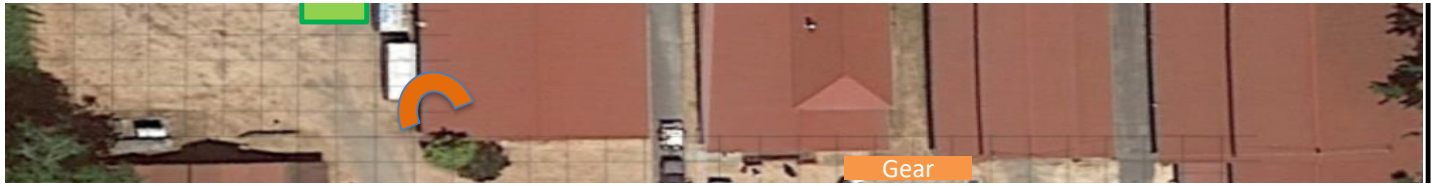
Ragnar HQ (2)
3 orange tents
3 tables
3 table cloths
Double Medals
4 chairs
Remaining shirts
Flag Return inventory

Water (7)
1 orange tent
1 tables
1 Nathan table cloth
1 Nathan Tear Drop Banner
3 Water coolers
3000 Water Cups

Habitat for Humanity - (Beer)
1 Orange tent
1 table
1 table cloth
2 chair

DJ or Music in Beer Garden
1 orange tent
1 table
1 PA system

Medic Tent:
1 Medic Tent
3 Walls
2 chairs
2 Cots
1 Table
1 First Aid Bin
1 case of water



1 trash box

A - Beer/Pour Truck

All sponsors, except Nuun, should

DETAIL NOTES:	be placed at the entrance (green
CHUTE PLACEMENT	Place chute on road- make sure you leave a fire lane and space for teams to walk around the chute.
PARKING INSTRUCTIONS	PARKING IN A,E,F should fill first. No parking in soccer/track fields.
TRAFFIC CONCERNS	Runners will be running into the finish on the with traffic side of the road. They will not need to cross the road, but they will cross the entrances into the parking area.
VAN/RUNNER FLOW	Station volunteers to help crossings into the finish line.
PORT-A-POTTIE PLACEMENT	Porta-johns to be placed near the gate where teams enter from the field parking area.
PRIVATE PROERTY CONCERNS	

OTHER NOTES:

Please make sure dumpster at the middle school is not getting overloaded. Should use our rented one primarily.

Sponsorship tents: Feel free to arrange as needed, but please keep most sponsors near Merch Tent.

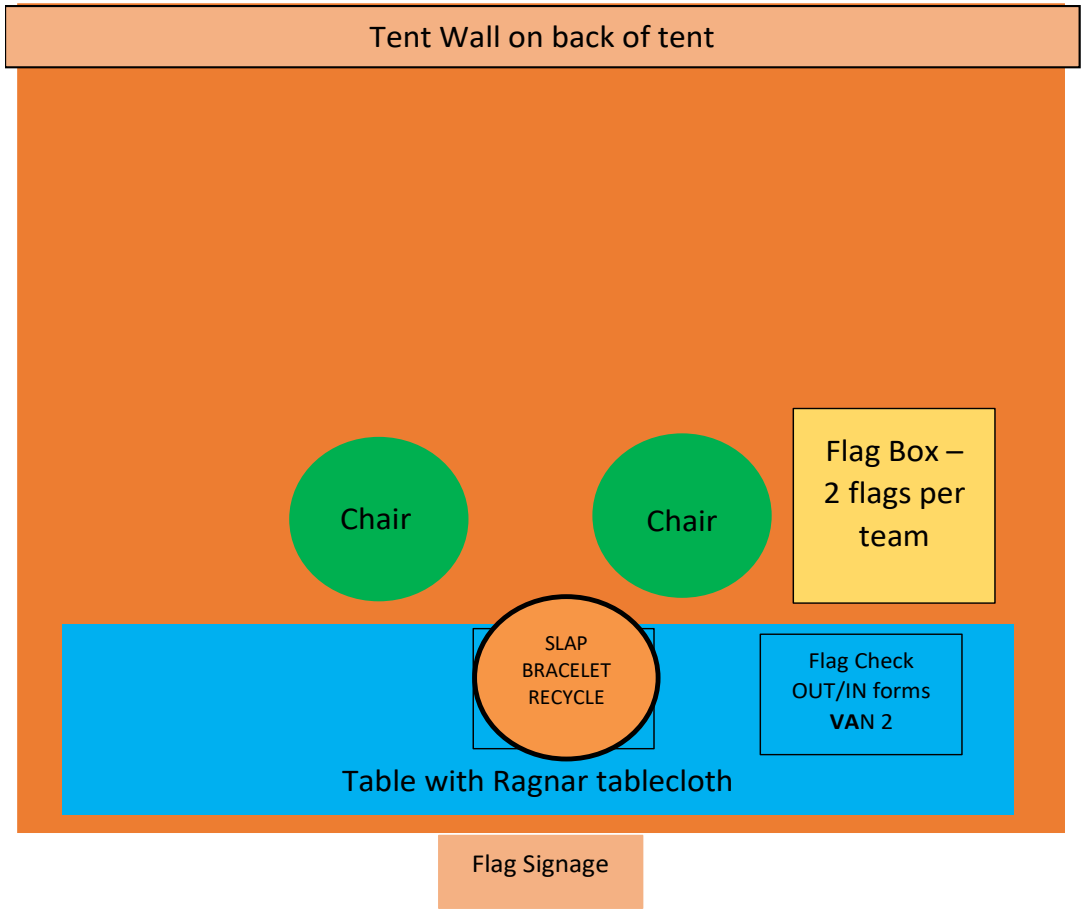
Place a music speaker in the beer garden and near the sponsors/merch tent to play music around the venue. Use Exchange 6 speakers.

Volunteer Duties

A	**Parking:** Direct team to parking lot and open areas in the field	3
B	**Medals:** Hand out team medals and car decals to finishing teams. Direct to photo op area	3
C	**HQ &** Manage HQ tent including captain gifts, connector pieces and flare for double medals.	5
D	**T-Shirts:** Exchanges	2
E	**Flag Return:** Accept flags and make sure teams sign off on sheet	
F	**Water:** Manage water tent- make sure coolers are refilled frequently.	2
G	**Beer Garden:** ID check at the beer garden entrace	2
H	**Runner Recovery Zone: Dream Clinic Massage and Wellness will need 6 tents with 4 walls and 2 tables**	1
I	**Announcer Assistants:** Assist announcer with keeping track of incoming runners and announcing teams, radio caller on road	3
J	**Crowd Control:** Direct runners to finish line chute. Keep runners out of the road	2
K	**Fruit:** Maintain and refill fruit.	2

Inventory							
		Tents	Tables/ t.cloths	Tent Walls	Chairs	Volunteers	Cones
TENT #1 FLAG CHECK							
500 teams		1	1	1	2	2	0
TENT #2 HQ							
500 teams		1	1	0	2	2	0
TENT #3 T-Shirt Exchange							
500 teams		2	2	1	2	2	0
TENT #4 ANNOUNCER/ TIMER							
500 teams		1	2	1	2	3	0
TENT #5 MEDALS							
500 teams		1	2	1	3	3	0
TENT #6 FRUIT TENT							
500 teams		1	2	1	2	2	0
TENT #7 WATER							
500 teams		1	1	0	2	1	0
TENT #8 BEET TENT ENTRANCE / ID CHECK							
		1	1				
Recovery Tents		**Purple**					
		6	2	4		2	0
Beer Garden Tents							
		2	4	2	10	0	0
ALS Finish Line							
		1				0	0
Tent #8 Double Medals							
		1	1	1	1	1	
		13	19	12	26	18	0

Flags


Tent Wall on back of tent
Chair
Chair
Flag Box – 2 flags per team
SLAP BRACELET RECYCLE
Flag Check OUT/IN forms VAN 2
Table with Ragnar tablecloth
Flag Signage