

Pinkathon Event
Guidelines for 2018

START/FINISH VOLUNTEER ASSIGNMENTS

Organizers **Lisa and Ellen**

Set up decorations & balloons & signage tape sign-up at each table + balloon

- balloons everyone - volunteers for each table setup

Greeters to guide participants to right sign up station - **David Landberg**

Sign-in for pre-registered participants - 4 stations – **Ellen**

- 50k & 26.2 (note: early starters @ 7:15am take priority)
- 10m & 13.1m
- 10k & Scavenger Hunt
- 5k

Raffle/donation forms available here. Direct runners to donation & raffle ticket table next, then maps.

4 volunteers + floater who can quickly go through spreadsheets and check off people and tell them where to go next **Donna, Rudy Sheila and Sara,**

BLUE BALLOON - Onsite Registrations for those who didn't sign up online. 1) Table to fill out Registration Form/Waiver 2) Raffle/Donation Forms Available here. 3) Volunteer to accept registration forms. Make sure they have signed waiver. Then direct participant to Donation & Raffle Tickets Table, Maps, etc.

3 volunteers: **Todd G., Diksha Mahayau and Edith**

WHITE BALLOON- 50K/26.2 Check-in - Always registered

GREEN BALLOON - Donations & Raffle Tickets - 1) Participants already donated online via our links & 2) PPlus new donations. Participants who will make a donation today via cash, check or credit card. After verifying their donation, give them a pink bracelet and a raffle ticket.

3 Volunteers: **Angie and Andy**

RED BALLOON - Pre-paid Shirt Pickup Station (@ 25 t-shirts will be organized - **Alycia** alphabetically).

YELLOW BALLOON - T-Shirts, and Gears for sale

regular \$25 - Long sleeve \$30, Caps \$10

Francisca and Sarah Liu

PURPLE BALLOON - Maps Station

PALE PINK BALLOON - Bagels & Coffee – **Coach AI**

ORANGE BALLOON - Gear Check Station **Mama Lisa**

Volunteer Mile Markers-See maps for turnarounds at: <http://pinkathon.org/pinkathon-maps/>

5K & 10K Park at 250 Clay Street Garage at 7am. Start marking course from Gotts @7:30am.

Mark turnarounds for 5K and 10K. Cheer runners in pink at 10K turnaround. Then return to start. 5K Turnaround @ Aquarium by the Bay 10K Turnaround @ Marina Blvd. and Fillmore Street

Tim Yagle – Up to 3 miles Turnaround

Grab a bell and cheer runners on at each turnaround.

Please wear anything pink.

Balloons/Station Identification

Blue: Onsite Registration **Green:** Donation & Raffle Ticket **Red:** Pre-paid Shirt Pickup

Yellow: Shirt Sale Station **Purple:** Maps Station **Pale Pink:** Bagels, Coffee, Water **White:**

50K/26.2 Check-in

GREETERS

Objectives 1. Welcome and thank participants for coming! It's cold and early so **BE EXTRA CHEERFUL!** 2. Expedite Check-in by directing participants to the correct station(s)

Equipment:

- Clipboard
- Master Donor List
- Pen
- Extension Cord
- New Registration/Waiver Forms

Staff:

50K and Marathon runners with 7:15 a.m. early start get priority service. Call out to people waiting. Ask if any are doing the 50K or Marathon or an early start. Take care of them 1st!

If Registration area is not yet too crowded, send them immediately to the (White Balloon) 50K/26.2 Check-in Table.

If Registration area is crowded and a line at the (White Balloon) 50K/26.2 Table, then check in these runners yourself. See Section B (next page) for sequence.

Once you have taken care of the 50K/26.2 runners, then take care of other runners.

1. Ask each runner what distance/event they plan to run (i.e. 5K, 10M,

Scavenger Hunt.) 2. Ask runner if they already registered online at Ultrasignup or if

they need to register today. 3. If runner have already registered online, send them to the Check-in table for their distance/event. 4. If runner needs to do race-day registration, send them to the Onsite Registration Table (**Blue Balloon**)

Part B - for 50K/26.2 runners: Ask each 50K/26.2 runner if they already registered online or if they need to register today.

If they need to register today, give them a Registration/Waiver form and send them immediately to the 50K/26.2 Check-in Table and to give them your filled out form asap.

If they are a 50K/26.2 runner who says they pre-registered online, look them up by their last name and see if they have already made a donation or ordered a T-Shirt.

a. Registered online, already donated, ordered shirt

ACTION: Put check next to their name. Direct them to **[RED balloon]** Prepaid Shirt Pickup Station and the (**Green Balloon**) Donations/Raffle Ticket table to pick up their Raffle Ticket & Bracelet. Tell them to make sure to put their name and phone number on the back of the Raffle Ticket that we use to select prize winners.

b. Registered online, NOT yet donated, ordered shirt

ACTION: Put check next to their name Give them Raffle/Donation form and direct them to **[GREEN balloon]** Donation & Raffle Ticket Station, then **RED** Prepaid Shirt Pickup

c) Registered online, NOT yet donated, no shirt order

ACTION: Put check next to their name Give them Raffle/Donation form and direct them to **[GREEN balloon]** Donation & Raffle Ticket Station, then **RED** Prepaid Shirt Pickup

d) Not registered yet. (Therefore, not on any list)

ACTION: Send them immediately to the (**Blue Balloon**) Onsite Registration Table and tell them to “step on it” if they want to do the early start.

50K and Marathon Check-in Station - WHITE BALLOON

OBJECTIVES:

1. Quickly Check-in Pre-registered 50K/26.2 runners who want to do early start (7:15am).
2. Accept new Registration/Waiver Forms from 50K/26.2 runners who did not sign up online
3. Give info on location and time of early start
4. Direct them to Donation/Raffle Ticket Table and tell them to make sure to put their name and phone on the Raffle Ticket used to select winners
5. Direct them to T-shirt table if needed
6. Direct them to Maps Table & Refreshments

EQUIPMENT NEEDED:

- Table with sign for 50K and 26.2M
- Spreadsheet for Pre-registered runners
- Registration Forms/Waivers for new runners
- Raffle Prize List/Donation Forms
- 2 Helium Balloons - White
- Clip board
- Instruction signage for 50K and 26.2M Check-in

Staff:

2 volunteers

DONATION AND RAFFLE TICKET PICKUP STATION - GREEN BALLOON

OBJECTIVES

1. Issue raffle ticket after verifying participant's online donation.
2. Assist with onsite donation. Repeat Step 1.
3. Collect onsite registration (completed Waiver Form) Repeat Step 2.

EQUIPMENT:

Table with sign that reads: Onsite Donation/raffle Ticket Pickup

- **2 Helium GREEN Balloons**
- 1 laptop connection to the active page of www.pinkathon.org/donate

- Raffle tickets
- Container to collect raffle tickets

Staff:

2 Volunteers

WHAT VOLUNTEERS SHOULD SAY TO RUNNERS

ALREADY DONATED ONLINE

Volunteer: Have you already donated online?

1. Check off runner's name against the Master List. 2. If name is on the Master Donor List, hand them a Pink Bracelet and ONE

raffle ticket to the runner. 3. Volunteer: Are you doing the early start at 7:15am? If so, please put your name and phone number on the back of this Raffle Ticket (Note: put their name and number on the ticket WE keep, not the one they keep). 4. Tell them the Raffle starts promptly at 7:45am after the Zumba Warmup

Next Page is how to accept same day Donations via Credit Card, Check or Cash.

DONATIONS & RAFFLE TIX, Page 2 - Green Balloon

If the Person did not donate online yet, they have 4 options:

Donating By Credit Card online:

- Go to Pinkathon.org
- Click on button/link for “Donate Now” - which takes you to our Fundraising Page on BCRF’s website
- Fill out the form with your name, address, email and credit card info. Click Final donate button.
- Donation should show up on Ellen’s computer. Ellen will confirm donation.
- Then give the person a pink bracelet and a Raffle Ticket. Tell them Raffle starts promptly at 7:45am.

DONATING BY CHECK

- Tell person to make check payable to “Breast Cancer Research Foundation” or “BCRF” and to write “Pinkathon SF” in the notes section.
- Ask person to make sure their name and address on check is correct. If not, they should correct it so they can get a donation confirmation letter from BCRF. They can also fill out a Donation Form to attach to the check if that is easier.
- Accept check
- Give person a pink bracelet and a raffle ticket. Tell them Raffle starts at 7:45 am sharp.

DONATING CASH

- Tell person to fill out Donation Form with name address and email address.
- Accept cash and form (attach with paper clip). Give cash and form to Ellen
- Give person a Pink bracelet and Raffle ticket. Tell them Raffle starts at 7:45am

Donating via Credit Card using Donation Form

- Tell person to fill out Donation Form.
- Make Sure their Credit Card info is complete with all info.
- Accept Form and give person Pink Bracelet and Raffle Ticket.

Shirt Sale Station - YELLOW BALLOON

Objectives

1. All shirts are \$20 each. Caps are \$10. We only accept CASH or check payable to "Ellen Holbrook." All sales are final. 2. Direct participants to table where they will find bagels and maps afterwards

Equipment: Table 2 Helium YELLOW balloons Miscellaneous sizes and style of men and women shirts @ 20 Caps

WHAT VOLUNTEERS SHOULD SAY TO RUNNERS Note: If people pre-ordered and pre-paid for their shirts, they should go to the PRE-PAID SHIRT PICKUP TABLE - RED BALLOON.

Volunteer: Good morning. What are you looking for? What size are you?

❖ Help them find the size or style as needed ❖ Collect Money or Checks (Made out to Ellen Holbrook) ❖ T-shirts cost \$20 each, Caps cost \$10 each

Volunteer: Thanks for stopping by. Be sure to check out the route for your distance. Maps and bagels are at the far end by the PURPLE balloons.

Have a Great Run!!!

Once you are done with setup, check-in with Mama Lisa and Ellen and assist with Gear Check.

Many, Many thanks!!!

PRE-PAID T-SHIRT/GEAR PICK-UP TABLE - RED BALLOON

Objectives

1. Issue prepaid shirt to participants. 2. Direct participants to table with bagels and maps and table with extra shirts for

sale

Equipment: 1 table 2 Helium RED balloons Prepaid shirts organized and labeled by last name
Raffle Prizes/Donation Forms Available

Staff: 2 Volunteers

NOTE: If they did not pre-order a shirt, tell the person to go to the FOR SALE Table - YELLOW BALLOON.

Volunteer: Good morning. Did you pre-order a shirt or cap? May I have your last name?

Find runner's shirt by last name. All prepaid shirts are labeled by full name.

If there is any money still owed, it will say so on the shirt.

Volunteer: Did you make a donation yet?

If yes, tell them to pick up their Raffle Ticket at the Donations/Raffle Table - Green Balloon.

If no, give them a Raffle Prizes/Donation Form and tell them to go to the Donations/Raffle Table to make a donation and get a raffle ticket.

EXCHANGES: ONLY OFFER IF ASKED

We ordered the exact quantity of shirts and cannot facilitate any size exchanges. However, offer the option to check back with us after the run to see if we might have any leftover. We can determine if exchange is possible then. If they plan on exchanging, **DO NOT LET THEM WEAR THE SHIRT DURING THE RUN.**

Maps and Directions Table - PURPLE BALLOON

Objectives:

1. Layout course map by distances and secure with a rock or staple machine 2. Tape down 2 “giant” course maps on a picnic table in the back of registration

Equipment:

- Table
- 2 Helium Purple balloons
- Noah’s bagels
- Maps for all distances except 5K
- 2 giant course maps

Staff: Self served 2 volunteers to set up and lay out maps

BAGELS, COFFEE & WATER TABLE - PALE PINK BALLOON

1-2 Volunteers to set up and keep organized.

2 Pale Pink Helium Balloons

Self-Serve Bagels

Coffee

Water

Cups

Napkins

Plastic Knives & Utensils

GEAR CHECK STATION - ORANGE BALLOON

EQUIPMENT

- 1-2 Wagons
- **2 helium - PINK BALLOONS**
- White Garbage bags
- Permanent Markers

STAFF:

- Self served
- 1 volunteer to setup
- 3-4 volunteers after race starts
- This can be self served during heavy check in time. However, it is always good to assist them especially longer distances
- As volunteers from other stations become available please pitch in to help

Move wagon towards the front tables:

1. Sort and organize drop bags into alphabetical order.
2. Put all A's in one bag, etc.

Miscellaneous

- If runners need to use restroom give them a map or point in the directions for bathrooms.
- There are two sets of public restrooms in the north and south ferry terminal pass

Farmer's Market hours are;

1. Saturday, 8am – 2pm (year round)

Ferry Building offer ATMs

1. Bank of America Automated Teller Machines (ATMs) are located inside the Ferry Building in the north and south pass through.