



## Expo Volunteer Instructions

Duties will be one of the following: bib distribution, shirt distribution, vintage store, greeter, or passing out event guides

### Bib Pickup

- Runners will be emailed their bib number prior to coming. We also have bib lookup outside the registration area.
- The bibs are divided into tables by event (Marathon, Half, & Team Relay) & by bib range.
- The runners will walk up to the appropriate table within their bib range/event. Ask for their bib number. The bibs in your basket are in numeric order. It is important to keep the bibs in numeric order after pulling a bib out.
- Once you find the bib number there is a label at the bottom that you can confirm their name.
- Give them 4 safety pins. During your free time you can connect 4 safety pins to speed this process up.
- Give them goodie bag (the bag is empty; an email was sent out for our virtual goodie bag that has coupon/ads)
- After the runner receives their bib & goodie bag they will need to pick up their shirt (half & relay) or half zip (marathon). Tell the runners to follow the blue line into the expo hall to receive their shirt/half zip.
- Race related questions can be directed to the information booth in the center of the room.

### **Shirt Distribution**

- Runners **MUST** have bib before picking up their shirt (half marathon – long sleeve & relay – short sleeve) half zip (full marathon)
- Read size from label on bib
- Participant **MUST** get the size they ordered, **NO** exceptions for volunteers
- If they are unhappy with their size, there will be a shirt exchange at the marathon office in October & will be communicated post-race via email.
- Pull t-shirt/half zip
- Put sharpie check mark by shirt size indicating that participant received shirt/half zip
- A select number of runners will have the word **SERIES** printed on their bibs. (These runners have run all events in our race series.) If you see the word **SERIES**, give the runner a custom medal rack. Put a sharpie check mark by the word **SERIES** indicating that the runner received their medal rack.
- Race related questions can be directed to the information booth in registration.

### **Vintage Store**

- Assist organizing vintage shirts by event and size
- Assist runners finding sizes and items

### **Greeter**

- Welcome attendees inside main doors at John S. Knight Center
- Provide minimal directional support
- Use clicker to count attendees as they enter

### **Event Guides**

- Distribute event guides to attendees as they come off elevators
- Provide minimal directional support