

Friday June 21, 2024

START TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATINO	On-site staff	NOTES
7:30 AM	PICK UP BANANAS AT THE GOOSE	Pick up Banana order from the Goose	Michelle	14485 WA-525 Langley, WA 98260		
8:00 AM	PICK UP TRUCKS	Jared pick up trucks from Enterprise Seattle	Jared	3413 4th Ave S, Seattle, WA 98134 (206) 623-3588		
8:00 AM	LOAD TRUCKS	Load Trucks with equipment in reverse order to be UNLOADED **HAVE COOLER ACCESSIBLE FOR PICKING UP ICE LATER	Jared			
8:00 AM	LOAD VECHICLES	Load staff vehicles. Oranges, banana, apparel, rack, banners, signage, water station foam core, branded tents, RR computers, basic office supplies, safety pins, event books, UW Medicine table covers, past participant shirts	Michelle		Eric Jimi Amber Hannah Jessica Christina	
9:30 AM	FERRY TO SEATTLE TO WAREHOUSE	SMA Staff head to Seattle drop off items with Jared at storage, pick up participant shirts	All Staff			
1:00 PM	PICK UP CHEESE	pick up one Colossal Cut & Box from Beecher's Pike Place	Hannah	1600 Pike Place Seattle, WA 98101		Candice Price
1:00 PM	HEAD TO SJJ	Super Jock N Jill for early bib pick up.	Michelle		Hannah Jessica Christina	
2:00 PM	SET UP EARLY REGISTRATION AT SJJ	Organize shirts Use SMA tables and UW Medicine table covers	All Staff			
3:00 PM	EARLY BIB PICKUP @ SUPER JOCK N JILL	HOURS FROM 3-6PM BRING: *participant shirts *bibs *past marathon participant shirts *etc	All Staff			
6:00 PM	CLEAN UP EARLY BIB PICK UP AT SJJ	Laod all registration items in vehicle.	All Staff			
6:00 PM	PICK UP BAGS OF ICE	Pick up bags of ice, store in coolers inside SMA Truck	Jared			
7:00 PM	CHECK IN AT HOLIDAY IN EXPRESS	Check into Hotel rooms for one night stay	All Staff	Silver Cloud Hotel – U District 5036 25th Avenue NE Seattle, WA 98105	Eric Jimi Amber Hannah Jessica Christina	

Saturday June 22, 2024

3:30 AM	LEAVE HOTEL	Check out of hotel and head to Seward Park and/or to pick up Truck	Michelle		Eric Jimi Amber Hannah Jessica Christina	
4:30 AM	BICYCLE FENCING	National Barricade deliver bicycle fencing to Seward Park - confirm delivery and light towers.	Michelle	Steve Vita Seattle, WA Tel: (206) 523-4045 E-mail: steve@barricade.com		
4:30 AM	REGISTRATION AND COURSE SET UP BEGIN	Jared's crew - lead course set up Jared - lead start/finish line/med tent/massage set up Michelle - lead registration set up Hannah - lead vendor set up Jessica/Christina - lead volunteer/bag check set up Stephanie - lead finish line food set up Amber - lead timers and announcers tent set up Ambassador - lead SMA Booth set up	All Staff		Eric Jimi Carlos Michelle Amber Hannah Jessica Christina Stephanie	
4:45 AM	CONE OFF ENTRANCE	Cone off park entrance, hang no parking signs	Jared			
5:00 AM	MARK VENDOR/FOOD TRUCK SPACES	Refer to vendor layout map Vendors will be assigned a position based on arrival	Expo Coordinator			
5:00 AM	HONEY BUCKETS TO ARRIVE AT PARK	A majority of Honey Buckets will be in the parking lot near start/finish the rest will be on the course	Michelle	Matt Smith 253-848-2371 253-405-5629 (cell) www.HoneyBucket.com		
5:00 AM	TIMERS ARRIVE	Brooksee Timing arrive to start setting up timing mats and equipment at start line and on course	Brooksee	Robert Bigelow P (385) 231-3426 E robert@brooksee.com		Austin Pullan P (435) 630-8324 E austin@brooksee.com
5:30 AM	FOOD TRUCKS ARRIVE	Have designated parking area ready for food trucks before they arrive	Hannah	Dakota Barnes MoMo's Kebab www.momoskebabseattle.com		
5:30 AM	VENDOR LOAD IN	Vendors can start setting up at 5:30 Vehicles must be out of vendor area by 6:00am Vendors should be set up and ready for participants by 7:00am	Hannah			
6:00 AM	REGISTRATION & BIB PICKUP OPENS	Bib pickup / day of registration open Half 6:00am - 6:45am 5k - 6:00am - 8:15am 10k 6:00am - 9:15am KFR 6:00am - 10:30am	Michelle			
6:30 AM	MD FOR MEDICAL TENT ARRIVES WITH ASSISTANT	Medical team to provide appropriate number of MDs at Race and to also provide appropriate number of defibrillators. 5K starts at 8:00am. 10k/Half starts at 9:00am.	Medical			
6:30 AM	MD FOR MEDICAL TENT ARRIVES WITH ASSISTANT	Mark meet with Medic One to discuss medical procedures, meet at finish line medical tent	Medical	Lt. Michael Rogers AMR Liaison - Special Events Seattle Fire Medic One C: 253-241-5964		

6:30 AM	MD FOR MEDICAL TENT ARRIVES WITH ASSISTANT	Mark meet with HAM Radio operators, meet at finish line medical tent	HAMS	Fanz Niedermeyer n3hfs@yahoo.com 717-379-0892		
6:30 AM	BEGIN ANNOUNCEMENTS	Amber will be at the finish line to give script to announcer and answer any questions about microphone set up.	Amber	Steve Willits 206 619-6323 stevewillits@msn.com		
6:30 AM	PHOTOGRAPHER/VIDEOGRAPHERS ARRIVES	2023 - Tiare Bowman/Dexter will be taking promotional photos and video of event. SMA info booth will have a printed list of requested shots	Hannah	Tiare Bowman 425-344-2698 Dexter Raymond 206-678-4246		
6:30 AM	WATER STATION A SET	Water station A volunteers in position and setting up for 5k runners. Expect first runner at 7:00	Jessica		Christina	
6:45 AM	HAMS IN POSITION	All HAM Radio operators for the 5k course must be in position by 6:45	Franz			
6:45 AM	ANNOUNCER CALL RUNNERS TO START	All half marathon runners to the start line	Steve			
6:45 AM	COURSE MARSHALS IN POSITION	All Half Marathon course Marshals to be in position and ready for runners by 6:45	Jessica		Christina	
7:00 AM	BOOTHS OPEN	Vendor booths need to be open and ready for participants by 7:00 at the latest.	Hannah			
7:00 AM	Half Marathon RACE STARTS	Announcer and Race Director to start race.	Louise Long			
7:30 AM	FINISH LINE FOOD SET	Have 1/3 of finish line food set and read for runners to pick up post race	Stephanie			
8:00 AM	FIRST HALF FINISHERS	First half marathon finishers will be arriving soon	Louise Long			
8:30 AM	TIMER TO PROVIDE TOP 3 MEN & WOMEN NON BINARY FOR Half Marathon	Timer to provide top 3 male, female, non binary Half finishers	Amber			
8:15 AM	ANNOUNCER CALL RUNNERS TO START	Announcer call all 5K participants to the start line. Fast runners up front Strollers and dogs in the back	Amber			
8:30 AM	5K RACE STARTS	Announcer and Race Director to start race.	Louise Long			
8:40 AM	FIRST 5K FINISHERS	Be ready for the first 5k participants to cross the finish line SMA Staff or ambassadors to grab finishers for group pictures and awards	Louise Long			
9:00 AM	TIMER TO PROVIDE TOP 3 MEN & WOMEN NON BINARY FOR 5K	Timer to provide top 3 male, female, non binary 5K finishers	Amber			
9:15 AM	RACE DAY REGISTRATION & BIB PICK-UP CLOSES	Timer to transfer final data to prep for start of race. Kids Fun Run registration stays open until 10:30:00 AM. Start breakdown of registration equipment, prepare for shirt exchange.	Michelle			
9:15 AM	ANNOUNCER CALL RUNNERS TO START	Announcer call all 10K participants to the start line. Fast runners up front. Race will start in waves. Line up by pace time Strollers and dogs in the back	All Staff			
9:30 AM	10K RACE STARTS	Start fast runners first. Wait 3-4 minutes before starting next wave	Executive Director			
9:50 AM	FIRST 10K FINISHERS	Be ready for the first 10k participants to cross the finish line SMA Staff or ambassadors to grab finishers for group pictures and awards	Executive Director Office Manager			
10:15 AM	TIMER TO PROVIDE TOP 3 MEN, WOMEN, NON BINARY FOR 10K	Timer to provide top 3 male, female, non binary 10K finishers Name Time	TIMERS			
10:30 AM	ANNOUNCER CALL KIDS FUN RUNNERS TO START	Announcer call all KFR participants to the start line for warm ups	All Staff			
10:30 AM	CONE FINISH LINE FOR KIDS	set up 20 cones for kids fun run participants to finish on the side opposite of the medical tent				
10:45 AM	KIDS FUN RUN STARTS	Start Kids Run Run - lead by ambassadors	All Staff			
11:00 AM	BEGIN PICKING UP COURSE BEHIND HALF RUNNERS	Last Half Marathon participant to reach half marathon turn around point on Lake WA Blvd	Course Manager			

11:40 PM	LAST HALF MARTHON FINISH	Expect last Half Marathon finisher to cross the finish line	All Staff			
12:00 PM	POST EVENT RESULTS TO WEBSITE	Get files from timers and photographers. Make sure timing link is live on SMA pages	Graphics			
12:00 PM	POST WINNERS PHOTOS ON FRONT PAGE	Post winner photo from all events on front page of SMA website with link to full results and next year's registration	Graphics			
12:00 PM	VENDOR BOOTHS CLOSE	Expo coordinator - walk through vendor area letting vendors know how many participants are still on course. OK to start closing down booths.	EXPO Coordinator			
3:00 PM	RETURN TO STORAGE AND UNLOAD EQUIPMENT	Unload all equipment and return trucks	All Staff			
5:00 PM	PROVIDE FINISH INFO FILE TO PHOTOGRAPHERS	Marathonfoto needs Bib <ul style="list-style-type: none"> • First name, Last name • Address, City, State, Zip • Email • Finish times relative to time of day 	Michelle			