

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Friday, November 8, 2024								
Whidbey - Storage	8:00 AM	5:00 PM	Storage prep	Organize, lable, color code and palletize items for Westin Hotel Double check equipment list Garrett to pick up additional pallets behind Ace, if need be.	Jimi		Garrett	RED - Westin Hotel Westin Hotel (includes Expo, 5th Ave Registration, SMA Office - Grand Crescent) YELLOW - Kids Marathon ORANGE - Course PURPLE - VRA GREEN - Start Line BLUE - Finish Line
				All Staff to let Louise know if you are going to be away from the hotel for Thanksgiving and when they will be back if they are. Need Staff back Friday morning by 6:45am - 7am.	ALL Staff			
Sunday, November 10, 2024								
Monday, November 11, 2024								
Whidbey	9:00 AM			Louise call Courtney & Tim at Westin to confirm parking	Louise			
Wednesday, November 13, 2024								
Whidbey	9:00 AM	1:00 PM		Jessica arrives on Whidbey Shuttle arrive at Langley: Nov 14th at 12:25am / Check into Air B n'B	Jessica			
Thursday, November 14, 2024								
Whidbey	9:00 AM	5:00 PM		Jessica finalize books for water stations, print course marshal sheets, and all materials needed for Volunteers / Work station will be the dining room table	Jessica		Jessica	
Whidbey				Send out emails to all volunteers with Assignment Doc and info for all Volunteer roles. Send out all CM Assignments (takes forever)				
Friday, November 15, 2024								
Whidbey	9:00 AM	5:00 PM		Jessica finalize books for water stations, print course marshal sheets, and all materials needed for Volunteers. * Amber check Air B n' B check in and ensure have entry codes	Jessica		Jessica	
Saturday November 16, 2024								
Whidbey	9:00 AM	1:00 PM		Amber arrives on Whidbey / Check into Air B n'B	Amber		Amber	
Sunday, November 17, 2024								
Whidbey	9:00 AM			Possible for Amber to arrive at office at 12p / Start Printing Signs / . Print and make Packets for CMs / Create Water Station Binders	Amber		Amber	
Whidbey	9:00 AM			Make Master Folder for volunteer. Print and make Packets for CMs / Create Water Station Binders	Jessica			
Monday, November 18, 2024								
Whidbey				Proceed with work Start packing office materials needed for Westin Hotel.	Amber		Amber	
Tuesday, November 19, 2024								
Seattle - Storage	7:00 AM	5:00 PM	Storage prep	Going to Seattle Storage / All orders stored on Whidbey to be brought to Seattle Organize, lable and restock water station totes Assemble Course Marshal Kits Prep and stock merch counters/cash stand Organize, lable and stack medical station kits Color code everything Organize, lable and palletize all items	Jimi		Jimi Jessica Jared Garrett	RED - Westin Hotel (includes Expo, 5th Ave Registration, SMA Office - Grand Crescent) YELLOW - Kids Marathon ORANGE - Course GREEN Start Line PURPLE - VRA BLUE - Finish Line
Wednesday, November 20, 2024								
Thursday, November 21, 2024								
Whidbey - Storage	8:00 AM	5:00 PM	Storage prep	Bring last minute items from office to Whidbey storage. Keep on Keeping on / ensure we take all the correct paper , business and large format. Take box of each size paper cases. We have two cases of 8"x11" and a larger format office paper (in Whidbey Storage)Confirm with amber if this is enough	Jimi		SMA Staff	
SMA Office				Call all delivery companys to remind them to call us B4 delivery				
Friday, November 22, 2024								

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle - Westin Parking Garage	9:00 AM		Delivery	Meet NorthWest Handling to receive fork lift. Driver can park truck and walk to Valet to be lead , to unload and hand off the keys to Tom 206-396-3912c (Tom ONLY!) Ask driver to call Louise 206-396-4200 once off loaded. Jennifer Confirmed 11/19/24*	Tom	Jennifer Brantley Rental Manager NorthWest Handling Systems, Inc. 1100 SW 7th Street Renton, WA 98057 425/981-1117 Direct 206/335-4217 Mobile		
Whidbey - Office	8:00 AM	5:00 PM	Office prep	Office work, last minute sign making and pack up office supplies. Finalize Event Book, Announcer Book, Expo Book Double check pacer signs Double check equipment list Review Costo list with Louise	Amber Jessica		Jimi Jessica Amber	
Saturday, November 23, 2024								
Whidbey	8:00 AM		Whidbey Storage	Jimi finalize last minute Whidbey storage for loading Sat mornig and 20' Uhaul for Westin load, Bring Pallet and shrink wrap to office and carfully package all banners for transport	Jimi			
Seattle				Louise & Stephanie arriving at the Westin @5p and she will have banners from her car into the hand of Encore.	Louise		Stephanie	
Whidbey	8:00 AM		Whidbey Storage	Jimi and Garrett to load truckfor Sunday AM	Jimi		Garrett	
Sunday, November 24, 2024								
Whidbey	8:00 AM Boat			Jimi drive Uhaul... to Seattle storage / Westin Take 8am boat and meet Jared at either storager or westin / call hiim on way	Jimi			U-Haul
SMA Office	8:00 AM	Monday 2nd		Jae to do ALL emails and if she doesn't know an answer or if it's a complaint or Media or any other pressing item she can call Louise	Jae			
Seattle	6:00 AM	12:00 AM		Jared and crew pick up truck and drive to Seattle storage and upload to the Westin Hotel. Jared call LL when we leave Seattle Storage. How many trucks is he going to get and for what day and who's driving them? Louise needs each drives names and picture of drivers license of anyone who's going to be driving all week. LL needs to know who's going on payroll from Jared and Josh's guys.	Jared Loranger Jimi Garrett		Jacob C. Streets-Ballinger Enterprise Truck Rental 3413 4th Ave S Seattle, WA 98134 206-623-3588	
Trucks/Whid	Whidbey - Storage	7:00 AM	8:00AM	Load Trucks	SMA crew meet at Whidbey storage to prep for truck arrival and then load expo truck.	Jimi Garrett		Jessica
Trucks/Seattle	Seattle - Storage	8:00 AM	9:30AM	Load Trucks	Carlos straight to Storage Jimi and Eric check with Jared to see if he needs us at Seattle to meet at Seattle Storage to help Jared load Expo truck to go to the Westin (Eric let Jared know your eta for storage, If Jared is done loading let Eric know so he can go straight to hotel) Let Jared know we'll have space in Jimi Uhaul truck too for a Westin run before I return it to Seattle Uhaul (Confirm Josh's arrival)	Jared Loranger		Eric Carlos Josh Jimi Garrett
Seattle - Westin	9:00 AM	10:00 AM	Expo Set Up	Set up all clothing racks in Foyer	Jessica		SMA Staff	
Westin	8:00 AM			Upon Seattle arrival check with Jared is he needs us to come to seatlitle storage or go straight to hotel. When they come in put item in the rooms that belong in, Louise , Jessica or will direct where they go. (dump in ballroom if need be) Start offloading / Unload and Set up entire 4th floor. Tables for Kids bib pick up near escalator in lobby on side closest to Expo Doors Organize Shirts by size Make sure Pins/ Sharpies/ Toe Tokens are on table Kids shirts displayed on table, folded neatly in stacks on the table. After unloading Jared and his guys help set up 4th floor Un-Roll all banners and lay flat in stacks of same graphics per locations (NOBODY ELSE TOUCH BANNER EXCEPT AMBER AND GARRETT) in the foyer of the 4th floor , except Grand Ballroom Banners , lay them next to the wall going out to the foyer of Grand Ball room	AMBER GARRETT		SMA Staff Volunteers	

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Seattle - Westin Grand Crescent	9:00 AM		Westin Check In	Tom W or Courtney meet Louise on 4th floor with fork lift key, all room keys and internet access code. (look up time from email) All master keys 1) 5TH AVE ROOM (4 KEYCARDS + 2 KEYS) 2) ORCAS, WHIDBEY, BLAKELY ROOMS (all keyed alike on 10 KEYCARDS) 3) GRAND CONVENTION OFFICE, GRAND REGISTRATION ROOM, GRAND CRESCENT ROOM, (all keyed alike on 20 KEYCARDS) Info needs to be emailed to Courtney and Tom. 4) (louise room / all keys)All keys (4 keys) need to be keyed alike - Both front Doors/Side Door/Kitchen	Louise	Courtney Frio Senior Sales Executive M +1 360.903.5988 Tom Weitzel Director of Event Planning M +1 206.396.3912		
Seattle - Westin 4th Floor	9:00 AM	5:00 PM	Unload Trucks	AVAILABLE STAFF HELP WITH UNLOADING AT WESTIN HOTEL Unload trucks & van into kitchen, 5th ave room & grand crescent room and start setting up the hotel * Brink pallet Talking Rain to Hotel • ALL Signs & Banners - 4th floor foyer, elevators, escalators, lobby, valet parking * Banner hanging in ball room need to be laid out by 10a • Registration & Bib Pick up - 5th Ave room • Info Booth / Staff office - Grand Crescent Room • Staff food & drinks - Kitchen • Storage, Workroom, Printer (monday) - Grand Crescent room • All Shirts, Merchandise, Finishers items, Vendors, Announcers booth - Grand Ballroom • Photo booths & social media banners - Grand Foyer • Race day & course info - Grand foyer • Volunteer check in - Grand Foyer of 4th floor * Pacer signs need to be stored on 3rd floor in the first room we have. (look up room hotel names)	Jimi	Tom W - Westin Courtney - Westin Marty - Westin	Jared Josh Eric Jessica Stephanie Carlos Amber Maria	Jimi & Josh to setup participant shirts in Kitchen organized by size.
Seattle - Westin Grand Ballroom	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH LAYOUT BANNERS FOR AV TO HANG (getting hung around the wall by Encore (Sean Craig) on Monday 9a /Louise bringing banners in her car) • 2 long banners • 4-6 long banners split • extra banners on the walls MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Clothing racks • Registers & stands • Apparel & goods • Hangers, etc. PARTICIPANT SHIRT TABLES (Shirts are setup by Althea on Wednesday)	Amber		Jared Josh Eric Jessica Stephanie Carlos Amber Maria	
Seattle - Westin	9:00 AM	12:00 PM		Once Christina & Jessica arrive at Westin , get food set up for lunch.	Christiana			
Seattle - Westin Grand Crescent	12:00 PM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND CRESCENT ROOM - STAFF OFFICE / WORKROOM • Paper • Printer set up and ready to work (Need to know when Phil can get printer ready Monday 7a) then delivered to Grant Cressant Room. • Set up 2 tables for Staff snacks and drinks • Microwave 2 - Kitchen / 1 - Hospitality / 1 - Stephanie VRA • tables along windows for computer set up • middle of room set up with tables for cutting & mounting • back of room for Louise and pups	ALL		Jared Josh Eric Jessica Stephanie Carlos Amber Maria	
Seattle - Westin 5th Ave Room	12:00 PM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL 5TH AVE ROOM - REGISTRATION & BIB PICK UP • Registration & Solutions area • Full/Half Marathon Bib Pick-up • Kids Marathon Registration & Bib Pick up • Westin Guest table	ALL		Jared Josh Eric Jessica Stephanie Carlos Amber Maria	

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Seattle - Westin 4th Floor Foyer	12:00 PM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND FOYER <ul style="list-style-type: none"> • Course Maps * Participant name wall * Numbers • Race day & course info • Volunteer Check In / Info table * Course Preview Video * Kids coloring table * Table set up between two pillars for Kid's registration 	Jessica		Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	
Seattle - Westin Grand Conv. Office	12:00PM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND CONVENTION OFFICE - VOLUNTEER BAG CHECK <ul style="list-style-type: none"> • Lay out 2 tables for food. • Small rack for volunteer item storage • Volunteer shirts by size • Small table for volunteer snacks & drinks 	Jessica Long		Jared Josh (and Crew) Eric Jessica Stephanie Carlos Amber Maria	
Seattle	1:00 PM	5:00 PM		Check with Louise about Trucks. Jimi Seattle Location after storage and Westin use ? See what we rented and if we need to do this?	Jimi Jared		Garrett	
Seattle - Westin	5:00 PM	6:00 PM	Westin Check In	Staff check into hotel rooms. Not all at once, check in take stuff to room and come back.	ALL		Eric Carlos Jessica Jimi Garrett	
Seattle - Westin Lobby	6:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Crescent room to go over schedule for Monday.	ALL			
Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Jimi & Louise		Louise Jimi	
Monday, November 25, 2024								
4th Floor Foyer	7:00 AM	11:00 AM	Sharp Printer	Phil from Sharp arrive to set up printer	Louise Long	Phil Hawley 425-591-4975		Confirm w/ Phil
Seattle - Westin Grand Crescent	8:00 AM	8:30 AM	Meeting	SMA Staff & Jared Crew grab your breakfast from kitchen.	ALL		Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	
Seattle - Westin Grand Ballroom	9:00 AM			Banners Getting hung in Ballroom by Encore on Monday 9a Sean Craig / sean.craig@encoreglobal.com / 206-659-5690 Sean needs to let us know when banners can be hung as they may be building a truss	Amber Garrett			
Seattle - Westin Grand Conv. Office	9:00 AM	5:00 PM	Expo Set Up	4th Floor Set Up AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND CONVENTION OFFICE - VOLUNTEER BAG CHECK Jared's Crew HELP WITH SET UP AT WESTIN HOTEL GRAND REGISTRATION ROOM - INFO BOOTH Cant set up any other floors until Friday Morning - <ul style="list-style-type: none"> • Lay out 2 tables for food. • Small rack for volunteer item storage • Volunteer shirts by size • Small table for volunteer snacks/cooler for drinks • VIP & Staff Badges • Printed handouts: maps, transportation, parking, etc 	Jessica Long		Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	

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Seattle - Westin Grand Ballroom	9:00 AM	5:00 PM	Expo Set Up	After 4th Floor Set Up & Foyer AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH LAYOUT BANNERS FOR AV TO HANG • 2 long banners on each side of big truss' • 4-6 long banners split between front & back of Small truss • extra banners on the walls SET - MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Racks & Slevs • Registers & stands • Apparel & goods • Hangers, etc. • Photo booths & social media banners • Race day & course info • Volunteer Check In / Info table PARTICIPANT SHIRT TABLES	Jessica		Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	
Seattle - Westin	9:00 AM	5:00 PM		Eat SMA food for lunch etc.. Anytime				
Seattle - Westin Grand Reg Room	11:00 AM	3:00 PM	Volunteers	ON Monday we just have 1 shift of volunteers 12-4	Jessica Long Christina	Confirm with Jessica		Need list of every shift of what volunteers are going to do.
Seattle - Westin Grand Ballroom	12:00 PM	4:00 PM	Banners	Westin Hotel - Encore staff to hang banners in ball room	Amber Snapp			
Seattle - Westin Vashon Room	1:00 PM		Meeting	Pre-Com Meeting with Westin Staff / Louise to talk security about access to the kitchen Thanksgiving Day, etc. Give a list to Westin Security for each day we need access etc..	Louise Long	Tom W - Westin	Jimi Jessica	SMA staff to meet security and then leave. Confirm with security the need to zip tie ballroom doors
Seattle - Westin Grand Cresnet	6:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Cresnet room to go over Tuesday schedule, check emails, confirm volunteers, etc.	ALL			
Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Jimi			
Tuesday, November 26, 2024								
Westin	6:30 AM			Hotel Security to - Unlock the 2 center doors going from grand foyer to the grand ballroom then unlock two center doors to allow access to kitchen to grab food from fridges. Ask Security guards to call elevator to the top * Don't use the service elevator, leave the same way you entered.	Security		SMA Staff	
Seattle - Westin Grand Cresnet	8:00 AM	8:30 AM	Meeting	SMA Staff grab your breakfast from kitchen and gather in Grand Cresnet to check emails, go over Tuesday assignments and plan for the day. To continue setting up 4th floor.	ALL		ALL	
Seattle - Westin 5th Ave Room	8:00 AM	5:00 PM	Expo Set Up	Setting Up 5th Ave Room - AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL 5TH AVE ROOM - REGISTRATION & BIB PICK UP • Registration & Solutions area • Full/Half Marathon Bib Pick-up • Kids Marathon Registration & Bib Pick up • Westin Guest table	ALL		Jared Josh Eric Hannah Jessica Stephanie Carlos Amber Maria Christina	
Seattle - Westin Grand Ballroom	8:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Racks & Slevs • Registers & stands • Apparel & goods • Hangers, etc. SET UP PARTICIPANT SHIRT TABLES Post Expo Layout at entrance and in kitchen for vendors to see as they enter.	Jessica		Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	

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Westin	Seattle - Westin Grand Ballroom	8:00:00 AM / 9:00?	1:00 PM	Expo Set Up	Grand Event Rentals Arrive to set up Expo. Carlos to assist Deliverly ORDER CONFIRMATION: #119228-9 Need Volunteer on 4th floor where to go / both # when vendors exit elevator	Eric	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368	Eric Carlos Volunteer	
	Seattle - Westin 4th Floor Foyer	8:00 AM	5:00 PM	Expo Set Up	Eric in charge of setting up the EXPO if need more help ask Garrett. (951) 746-0794 AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND FOYER • Photo booths & social media banners • Race day & course info up • Volunteer Check In / Info table	Eric		Jared Josh Eric Garrett Jessica Stephanie Carlos Amber Maria Christina	
	Seattle - Westin Grand Reg Room	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers Shift 2 2pm - 6pm volunteers	Jessica Long			
	Seattle Center	9:00 AM	4:00 PM		Memorial Forklift arrives and Golf Carts arrive in the Morning at Seattle Center / Jennifer confirmed 9m deliver and will call Jared.	Jared Jimi			Forklift = Jennifer Brantley (206) 335-4217 Alexander Carts = Joe (360) 471 - 9786
	Seattle - Storage	2:00 PM			Entire 4th floor must be set up Tuesday since we'll lose all staff on Wednesday for VRA set up	ALL Staff			
	Seattle - Westin Grand Crescent	5:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Crescent room to go over Wednesday's schedule , check emails, confirm volunteers, ect.. Additionally Staff needs to prep food for their lunches, snacks etc while at the Seattle Center on Wednesday.	ALL			
	Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Jimi			
Wednesday, November 27, 2024									
	Seattle Center - Exhibition Hall	7:00-8:00 AM	12:00 PM	VRA Set Up	Grand Event Rentals Arrive to set up VRA ORDER CONFIRMATION: #119229-6 Jared and Josh to unload the truck to VRA , whatever crew they don't need Louise will take at the hotel. Confirm / Remind GE that we need them there at 7:00AM Ensure Stephanie is at the VRA at 6:45AM	Stephanie Rosas	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368		
	Seattle Center - Exhibition Hall	DARK DAYS AT VRA			THURSDAY 27 & FRIDAY 28 BOTH DARK DAYS AT SEATTLE CENTER EXHIBITION HALL / VRA ONLY!!!				
	Seattle Center - Exhibition Hall	7:00 AM			Ask Diane Rastamaa and Heather Ryan to turn on PA System in Expo hall / VRA (leave on until Sunday eve Dec 1)	Louise			
	Seattle Center - Exhibition Hall	7:00 AM	Stay Until Done	Set Up	* Stephanie & Jessica Arrives and opens up VRA *Staff arrives at Exhibition Hall to set up for Kids Marathon Seattle Center EXPO Hall * Jared brings everything to VRA for Kid's and adults Races (He decides who goes to hotel or who stays to help him at the Seattle center, call Luise and let her know when your close to done and if you can release anyone to work the hotel) *VRA set up starts at 7a until we are done. *Vendor Booths , Kids registration, Massage, Acupuncture, UW First Aid Station, tables for HAMS operators foyer, hot chocolate stations, Tall Tables with extenders on their legs for the Saturday's kids race and sunday's timers to be set up in the front of door facing Mercer, As much set up as possible. *No admittance Thursday or Friday until Saturday. *PA system ready to be set up at the Start/Finish Line by 8:00 , with, bike fencing, start/finish arch and banners & generator too. *Registrations table need to be set up at this time too * Set up Lauren's (Asics) table from last minute registrations Stepahne cal Louise if you need any clarifications	Stephanie Rosas Maria and Family Jessica Jared Loranger	Seattle Center Contact / Event Representative Heather Ryan Seattle Center 305 Harrison St Seattle, WA 98109 C: 206.454.9680 E: heather.ryan@seattle.gov	Jared Josh Jessica Stephanie Maria & Family Stephanie Cousin (?) Jimi (?)	
	Seattle - Westin Grand Crescent	7:00 AM	8:30 AM	Meeting	Any remaining staff not at Seattle Center , can report to Stephanie who call Louise who will assign them new job	Louise		Eric Hannah Carlos Amber Christina	

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Seattle - Westin Grand Ballroom	7:00 AM	12:00 PM	Expo Set Up	Everything set up before Thanksgiving Break by 6pm. AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Racks & Slevs • Registers & stands • Apparel & goods • Hangers, etc. PARTICIPANT SHIRT EXAMPLES HUNG - Althea will take care of NOBODY TO STACK PARTICIPANT SHIRTS IN THE KITCHEN				Confirm with Althea what time she will arrive to arrange the participant shirt pickup
Seattle Center - Exhibition Hall	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers - Shift 2 2pm - 6pm volunteers -	Stephanie Rosas Jessica			
Westin & Seattle Center VRA	11:00 AM			Kid's Marathon Supplies Packing List for Friday Night : Jessica to decide what they will need. Jared and Crew have everything ready top go to VRA tuesday Eve or early Wednesday to take all items to EXPO / VRA Seattle center Tuesday. Wednesday we need take half Volunteer tees to the Seattle Center VRA Everything with the Kid's Marathon needs to go over to Seattle Center VRA Wednesday too *Safety pins *Sharpies and Ball point pens *Computers (4 for Race Day/ 2 for Expo) *Medals *Shoe Charms *Heat Sheets *Shirts- Participant and Volunteers *Bubble Machine to strt and finish *Arch Way (Blue blow up strt finish) *Air Horn	Jessica Christina			Christina doing at the hotel since Jessica is at the Seattle Center, let Louise know when it's packed so we can get it sent over to Seattle Center. Jessica please go over this list with everyting we'll need so Christian can have it ready for pick Wed morning
Seattle Center - Exhibition Hall	12:00 PM	6:00 PM	Vendor Load-In	Kids Marathon & Adult Marathon vendors may begin setting up booths / Can come in between noon to 7p. Jessica & Christina will be at VRA for Kids Marathon stuff & we also need to add bag check at Seattle Center Expo Hall and Erin, Garrett will help with taping bag check)	Stephanie Rosas		Stephanie & Crew Garrett Erin Z	
Seattle Center - Exhibition Hall			Kid's Marathon	Need to know how many course signs we need for the Kid's Marathon (look at course route) Make sure Jessica has all the kids signs for their Marathon. Jared's truck should be loaded with these signs before hand with anything needed for Kid's and Adult races, Jessica to help oversee	Jessica		Jared	Jess, Please make list of all the signs you'll need to for Kid's race and get into a truck for Seattle Center
Seattle - Westin Grand Reg Room	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers - Shift 2 2pm - 6pm volunteers -	Jessica Long			
Seattle - Westin Grand Ballroom	12:00 PM	6:00 PM	Vendor Load-In	Vendors can begin setting up their booths soon. For easy access, Carlos will place sandwich boards in front of the elevator to guide vendors to the unloading area. These signs will direct them to offload at the designated spot for the EXPO, with arrows pointing to the 4th floor. When a vendor arrives, Carlos will greet them, put them in the elevator, when they arrive on the 4th floor a vol will meet them and tell them where there booth place is	ERIC Carlos		Carlos Eric	
Seattle Center - Exhibition Hall	Any Available Time	8:00 PM	Open Seattle Center	Each 100 cup coffee maker (for hot water) needs it's own electric extention cord (get from Jared) into the wall with it's own timer	Stephanie Rosas			
Dr. Mark Storage	Mid Afternoon			Jared to meet at Dr. Mark's Storage to secure Medical Supplies for VRA	Jared		Dr. Mark	
Seattle - Westin 4th Floor Foyer	3:00 PM	4:00 PM	Walk-Through	Jimi and Amber meet Louise in front of Information Booth for Westin walk through.	Louise		Jimi Amber	
	4:00 PM			Need to have 4th floor 100% done ready for the runners Friday Moring	ERIC ALL		ALL	
Seattle Center - Exhibition Hall	5:00 PM	6:00 PM	VRA Set Up	Louise to take Robbie to head to Seattle Center to check VRA set up and course signs (WHAT TIME DOES ROBBIE ARRIVES IN SEATTLE)	Louise		Robbie	
Seattle - Westin Grand Cresnet	6:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Cresnet room to go over remaining things to do, check emails, confirm volunteers, ect. Last minute check list to repeat on Friday too.	ALL			

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Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Jimi			
Seattle - Westin				Lauren lands on Wednesday November 27th at 9:40PM.	Lauren			
Happy Thanksgiving, SMA Closed for the day!								
ALL DAY				CALL LOUISE ONLY ON THURSDAY IF ANYONE NEEDS ANYTHING Staff Be Back at Hotel Friday by 8am				
Friday, November 29, 2024								
Seattle - Westin Grand Crescent	7:00 AM	8:00 AM	Meeting	SMA Staff grab breakfast from kitchen and gather in Grand Crescent to check emails, go over Friday assignments and plan for the day.				
Seattle - Westin Grand Ballroom	7:00 AM	10:30 AM	Vendor Load-In	Vendors can begin setting up their booths soon. For easy access, Carlos will place sandwich boards in front of the elevator to guide vendors to the unloading area. These signs will direct them to offload at the designated spot for the EXPO, with arrows pointing to the 4th floor. When a vendor arrives, Carlos will greet them, put them in the elevator, when they arrive on the 4th floor a vol will meet them and tell them where there booth place is	Hannah		Carlos	Carlos to head to Seattle Center when Eric arrives.
Seattle Center - Memorial Stadium	7:00:00 AM - 7:00PM			Grand Event Rentals arrive with Start/Finish/Water/Aid Station plastic TABLES. ORDER CONFIRMATION: #119235-4 ALL DEPENDS ON FOOTBALL GAME / John thinks we can stage sometime in the afternoon, same as last year				
Seattle Center				Jared's crew loading trucks for Saturday's kid's marathon and anything extra he wants to Off load for Sundays race and likley stash inside Memorial Stadium gate	Jared Loranger		Jared & Crew	
Seattle Center	9:00 AM			Aurora Rentals delivering 3 Tent Heaters w/propane and 1 10k Light Generator	Jared Loranger			They will call Jared when they leave Green Lake (Picking up morning of Dec 2)
Seattle - Westin Grand Ballroom	9:00 AM	10:30 AM	Expo Set Up	Westin Staff needs to vacuum and clear all garbage of 4th floor before 10a except Grand Ballroom due to vendor set up. Have Jules hold runners to stage them. @ 10:30 have announcer let vendors know to be in their booth space so hotel staff can vacuum (this includes all loose boxes, etc off the floor and placed on their tables * Vendors can store extra gear/supplies downstairs in available rooms underneath the 4th.. they'll need to ask Eric who will have a key	Eric			Baskets for garbage in the Grand Crescent Room
Seattle Center - Exhibition Hall / VRA	9:30 AM			Make sure Seattle Center knows we'll be over late Saturday night delivering stuff post EXPO, early Sunday morning too	Louise			Ask Jared what time he thinks we'll be out of the hotel
Seattle - Westin Grand Foyer	9:30 AM	8:00 PM	Expo Set Up	Jules arrives. Set up stantions in front of escalators and final set up of foyer. Need 1 black high chair set up for him, other chair to info booth			Jules	
Seattle - Westin 5th Ave Room	10:00 AM	8:00 PM	Volunteers Scheduled for 5th Ave Room	•Registration: Lead Lauren / Jason Shift 1 10:00am - 3:30pm volunteers - Shift 2 3:00pm - 8:30pm volunteers - •Participant Shirts Distribution: Lead Althea Shift 1 10:00am - 3:30pm volunteers - Lead Jessica Shift 2 3:00pm-8:30pm volunteers -	Lauren Jason Jessica			Please send each volunteer group to meet with their lead for instructions. Make sure volunteers know where snacks are
Westin Foyer	10:00 AM	8:30 PM	Kid's Marathon Bib Pick up	Volunteer lead for Kid Volunteer Table Bib, Tshirt & toe token / Front of table facing door into the grand ballroom. Before he gets in Christina needs to get the Kids tee's pre-folded and boxed back up in correct sizes for him to distribute, and once it ends at 8:00PM, shirts need to go back into the boxes and into the truck headed to the Seattle Center for Saturday morning.	Douglas Prior			MOVE TO TUESDAY 26th
Seattle - Westin Grand Ballroom	10:00 AM	11:00 AM	Volunteers	Christina, (Information Booth & Volunteer Check In) helping volunteers checking in and with FAQ's, Maps to start line, etc.. also make sure shirts are folded by Wednesday Night shirt/bib distribution, stack on table behind her. Christina to keep track of Volunteers and help them find jobs from 12-4	Christina		Jessica	
Seattle - Westin Grand Ballroom	9:45 AM	8:00 PM	Expo	Steve Willits arrive as announcer for 2024 Health and Fitness Expo, ensure he's there by 10:00 am	ERIC		Steve	Make sure that microphone is set up Steve confirmed on 10/7/24 206-619-6323
Seattle - Westin Grand Ballroom	10:40 AM	10:55 AM	Expo	Final walk through of Expo, take pictures of each vendor for social media Jessica load Louise Green truck w laptop/pins/ shirts/ token/ bibs/ etc to take to kids marathon in morn after we close down the hotel Friday eve	Jessica		Amber Ambassadors/E xpo runners	

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle - Westin Grand Reg Room	10:45 AM	8:00 PM	Expo	Information/Volunteer Booth OPEN Make sure Westin mainainace comes up and opens the accordian doors leading into the 5th Ave Room	Jessica Long			
Seattle - Westin 5th Ave Room	11:00 AM	8:00 PM	Registration	2024 UW Medicine Seattle Marathon and Half Marathon EXPO OPEN Registration and Bib Pick Up , etc. Includes Kid's registration and pick up				During the event days (Wednesday -Sat) / NO ONE goes through the accordian doors because they will fall off. Everyone must use man door on the right side of entrance
Seattle Center - Exhbition Hall	2:00 PM	6:00 PM	Kids Marathon	Josh start any set up of bicycle fencing at Kids Marathon Start/Finish Line that he can to make it eaiser for Sat set up. He can use the golf carts with course ditribution stuff and store inside memomorial stadium	Josh Oliveri		Dean	
Seattle - Westin Grand Cresent	7:00 PM	8:00 PM	Meeting	Staff meeting to go over Kids Marathon and plan for Saturday load out ?? Louise talk to Jessica and Stephanie ?? Is this meeting necessary?	Jessica		Josh Jared Dean Kapu Jimi	
Seattle - Westin 4th Floor Foyer	9:00 PM	9:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Louise / Hannah			
Saturday, November 30, 2024								
Seattle Center - Exhbition Hall	5:00 AM	5:30 AM	Kid's	Stephanie and Jessica and Jana Ross, Maria arrive to open up the EXPO / VRA. Jessica will have taked everyting over at this time. Jimi or Jarteds guys will dump 100 cuop coffee maker water intot eh Carboys and fill 100 cup maker back up to heat	Stephanie Rosas Marie Manuel Emily		Jessica Jana Christina	
Seattle Center - Exhbition Hall	5:00 AM			Jared and Josh Starting - Any vendor that did not set up on Wed is able to load in from 5:30- 6:30a just have to be set up by 7:00 AM (per Jessica)	Jared Josh			
Seattle Center VRA	5:00 AM			Christina will be at Registration helping with Volunteers	Christina			
Seattle Center - Exhbition Hall	5:00 AM	7:00 AM	Kids Marathon	Complete Kids Marathon registration and VRA set up. Food and everything must be set up too	Stephanie Rosas Jessica		Jimi Stephanie & her crew	
Seattle Center - Exhbition Hall Lawn	5:30 AM	7:00 AM	Kids Marathon	Complete Kids Marathon course set up. Set up blow up arch for Kids Marathon Start/finish 10x10 Tent for Medical Tent by Start / Finish line for the kids Josh has set up of bicycle fencing at Kids Marathon Start/Finish Line We need 2 table setting by the finish line with a first aid sign. Medals and Space Blankets need to be at Start / Finish line on the table too.	Josh Oliveri		Josh & crew Jared & his crew Dean Stephanie	Who is in charge of seeting up audio? Bubble Machine (outside of startline)
Seattle Center - Exhbition Hall / VRA	6:30 AM			DJ Chris to arrive at VRA / His script will be instructed by Jessica	Chris Jessica			Chris Rossiter (425) 563-9570
Seattle Center - Exhbition Hall / VRA	6:30 AM			Backpack Brigade arrives to work registration	Michelle Hilton			
Seattle Center - Exhbition Hall	6:30 AM	8:30 AM	GOTR	Girls on the Run + other Volunteers to distribute shirts and working hot choc garden.	Jessica			
Seattle Center - Exhbition Hall	7:00 AM	11:00 AM	Volunteers	<ul style="list-style-type: none"> •Registration: Lead Shift 1 6:30am - 9:30pm volunteers - •VRA Food: Lead + Stephanie Shift 1 7:00am - 11:30pm volunteers - •Finish Line: Lead = Jessica Shift 1 8:30am - 9:30am volunteers - •Course Monitors: Lead = Jessica / Jared / Josh 8:15am - 9:30am volunteers - Make sure in place by 8:45 , stage at 8:15 Christina to keep track of Volunteers and help them find jobs VOLS to help with Medals, Water (500 water bottels/ JARED and Josh deliver)and Spacve Blanklets	Jessica Long		All Ambassadors Christina Hannah Josh Jared & Crew Dean Jimi	
Seattle Center - Exhbition Hall	7:00 AM	8:45 AM	Kids Marathon	Registration/Bib &* Shirt pick up open for 2024 Seattle Kids Marathon	Jessica Long		Hannah Tami Don	

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle Center - Exhibition Hall	7:00 AM	11:00 AM	Kids Marathon	Kids Marathon VRA open - Steve Willits announcer (he needs to be in the Seattle Center by 6:45) / mic and music set up ready for him at front tables facing Mercer, Stephanie to ensure mic is set up and ready to go / music and PA set up at Start finish line too. Amber to get this this all set up for Steve at the Hotel in 5th ave room day before Friday. Make sure PA system is at the start line for the kids race, AMBER in charge and should give instruction how to set up the day before. Additionally need PA inside VRA to get kid's out to the start line. DJ Chris will be in the VRA to make announcement NEED Mic's at each of these locations	Stephanie Rosas			Steve confirmed on 10/7/24 206-619-6323
Seattle Center - Exhibition Hall Lawn	8:00 AM	9:00 AM	Kids Marathon	Photographer & Videographer arrives	Tiare Bowman Photographer Dexter Raymond			
Westin	8:15 AM	8:45 AM	EXPO	Westin Staff needs to vacuum and clear all garbage of 4th floor before 10a except Grand Ballroom due to vendor set up. Have Jules hold runners to stage them. @ 10:30 have announcer let vendors know to be in their booth space so hotel staff can vacuum				
Seattle Center - Exhibition Hall	8:35 AM		Kids Marathon	Make sure Erin is at the front of start line ready AND to lead excercies	Jessica			
Seattle Center - Exhibition Hall Lawn	8:40 AM		Kids Marathon	Christina goes back to expo to work the INFORMATION booth	Christina			
Seattle Center - Exhibition Hall Lawn	8:40 AM		Kids Marathon	Ambassador to get in position on Course with signs	Jessica			
Seattle Center - Exhibition Hall Lawn	8:40 AM	9:00 AM	Kids Marathon	Announcer Steve Willits introduce Erin will lead stretches Jaden Olsen (Jessica to give instructions to her where to go and make sure she's arrived by 8:40a) Ask for Steve - national anthem Kids Marathon - Start 9:00am	Louise Long			
Seattle Center - Exhibition Hall Lawn	8:30 AM	9:00 AM	Kids Marathon	Move kids from Exhibition Hall to Start line, if it is nice outside we can move out earlier	Jessica Long		Jessica Steve	
Kid's Marathon	8:45 AM		Kids Marathon	Louise needs two mini airhorns for Kid's race start. Should already be there 2 tables with space blankets and water (may need to be covered with Tarp if rains)	ALL			
Kid's Marathon	8:55 AM		Kids Marathon	Jaden Sings National Anthem / Food Area will be 5 volunteers (GOTR) & Jana Ross can oversee				
Kid's Marathon	8:55 AM		Kids Marathon	Dean needs to have his bike in starting line shoot				
Kid's Marathon	8:59 AM		Kids Marathon	Steve does count down				
Kid's Marathon	9:00 AM		Kids Marathon	Kid's Marathon Starts	Louise			
Kid's Marathon	9:01 AM		Volunteers	Make sure all volunteers are ready at the food area Food Area will be 5 volunteers (GOTR) & Jana Ross can oversee	Jesscia			
Kid's Marathon	9:30 AM	10:30 AM	Kids Marathon	Food & Hot Choclate Garden Opens Point kids inside to VRA for Hot Chocolate Garden (Staff) Announcer needs to tell everyone to get inside				
Kid's Marathon	9:30 AM		Kids Marathon	Kids Finish Race (Louise / John at Finish line)				
Seattle Center - Exhibition Hall Lawn	9:45 AM	11:00 AM	Kids Marathon	Kids Marathon course and VRA break down and clean up - take all items back to SMA trucks	Josh Oliveri Jared Dean		Dean Jared & Crew	Bubble machine needs to from kids finish to marathon finish
Seattle Center - Exhibition Hall	9:45 AM	10:15 AM	Kids Marathon	Ambassador Group photo / Meet Jessica by front information booth	Jessica		Tiare Bowman Photographer Dexter - video Marathon Foto timing	
Seattle Center - Memorial Stadium	10:00 AM	2:00 PM	Marathon	Jared and Mark meet to unload Medical Van and separate the equipment Meet at Kid's finishline.	Jared Loranger		Dr. Mark	
Seattle Center - Exhibition Hall	10:30 AM	11:00 AM	Kids Marathon	Kids Marathon VRA Vendors load-out	Stephanie Rosas		Stephanie & Crew	
Seattle - Westin 5th Ave Room	11:00 AM	8:00 PM	EXPO & Registration	2024 UW Medicine Seattle Marathon and Half Marathon EXPO Day 2 OPEN Registration and Bib Pick Up , etc.				

Seattle Center

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle Center - Exhibition Hall	11:00 AM	8:00 PM	VRA Set Up	Flip Seattle Center Exhibition Hall, clean up Kids Marathon and set up for Marathon. Josh and Jared to ask where Stephanie needs help / determine what staff is returning to Westin and who's staying to help with adult race. Need to names of who's helping Stephanie turn over the VRA after Kid's marathathon	Stephanie Rosas		Stephanie Josh Jared	
Seattle Center - Exhibition Hall	3:00 PM	9:00 PM	Marathon	Begin staging start/finish line scaffolding for Marathon. IF we can get in earlier we WILL. WHOS ON THE CRERW TO GET SMA OUT OF THE HOTEL/EXPO (who's in charge of this)	Jared Loranger		Carlos John Josh - after kids Dean - after kids additional crew Jimi	Connect with Louise when set up is finished, if it is early Louise would like helpers at Expo load out. She needs to know whos going to be helping with VRA / Start&Finish and who's helping get out of Hotel
Seattle - Westin EXPO Clean UP	5:00 PM			Saturday Clean up *Start in Grand Crescent room (Amber is in charge of this room) *Move to Kitchen and load out leftover finisher shirts (going back to Whidbey) *Christina to start packing the food up per Ambers instructions (check with Louise before paking up food coz some of it goes the finish line Hospitality 10x10 tent, Jimi to deliver *Go to the info booth and volunteer room (Jessica in charge Back at Hotel by noon'ish and staying and helping close and clean up the hotel) items to come back to Whidbey *Then to the 5th Ave room, everything in this room returns to Whidbey (Lauren & Jason in charge) 2 list from 5th Ave – some to Whidbey storage and some to SMA office. Everything coming back to Whidbey (Louise and Jared and Jimi to decided on what turck to use for this)	Amber		Josh & Jared's Crew Christina	
Seattle Center - Memorial Stadium	7:00 PM	12:00 AM	Marathon	Access to Memorial Stadium for finish line set up Chyan coffee -Suat will arrive to place coffee cart Finishers tent ensure has podiums, photo back drop, space blankts (20), case of water and Asics winner bags. Update once we know Stadium access week before after football games / may need to move to Friday depending.	Jared Loranger		Jared Crew	
Seattle Center - Memorial Stadium	7:00 - 7:30 PM	12:00 AM	Marathon	Grand Event Rentals Arrive to set up medical tent. Call to set up earlier if we get stadium access ORDER CONFIRMATION: #119234-7	Jared Loranger	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368		if we are able to get in earlier we will start as soon as we have access
Seattle - Westin Grand Ballroom	8:00 AM	10:30 AM	Vendor Load-In	EXPO Vendors have access to enter to refresh booths if they need to	Amber			
Seattle - Westin Grand Ballroom	10:15 AM	7:00 PM	Expo	Steve Willits arrive as announcer for 2024 Health and Fitness Expo, meet at announcer stage	Amber		Steve	
Seattle - Westin Grand Reg Room	10:00 AM	8:00 PM	Expo	Information/Volunteer Booth OPEN / Christina might need to come earlier	Christina		Jessica	
Seattle - Westin Grand Ballroom	11:00 AM	8:00 PM	Expo	2024 UW Medicine Seattle Marathon Health and Fitness Expo OPENS	Brooksee & Lauren only people with a key		Louise	During the event days (Wednesday -Sat) / NO ONE goes through the accordian doors because they will fall off. Everyone must use man door on the right side of entrance
Seattle Center	5:00 PM		Med Stations ICE	Pick up ICE from QFC on Mercer	Jimi		Dr. Mark	50Bags on 10lb ice per Dr Mark / Jimi to call Jared and see if he can send somebody if not I can go.
Seattle - Westin Grand Cresent	5:00 PM	11:00 PM	Expo Load-out	SMA staff to start breaking down Grand Cresent and kitchen. Make sure eveyone gets food before breakdown. Other than Kitchen , no other breakdown unit! Louise gives the word. Between 5p and 6p will quiely start moving out. Seattle Marathon has first rights to the elevator.			Jared Josh Eric Jessica Stephanie Carlos Amber Maria Christina	Have trucks in place and ready to load before 5pm ALL SIGNS AND BANNER COME BACK TO WHIDBEY ISLAND IN A NEAT AND PERSERVED WAY take all signs and banners down and lay flat in like signs flat in grand ballroom foyer
Seattle - Westin Grand Ballroom	7:00 PM	8:00 PM	Vendor Load-Out	2024 UW Medicine Seattle Marathon Health and Fitness Expo CLOSED, begin vendor load out Grab 10 of each size shirt for last minute bib pick up Load all items going back to Whidbey Island First All items needed at VRA in separate truck or loaded last Place two of the SMA tents at VIP tent with food/drinks	Altena		Altena	Boxes will be color cordinated to where they go. Make sure vendors do not break down early. All SMA items need to be cleared out of the 4th floor. Hanging banners should be held in valet parking for pick up Sunday.

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle - Westin 5th Ave Room	7:00 PM	8:00 PM	Registration	2024 UW Medicine Seattle Marathon and Half Marathon Registration and Bib Pick Up CLOSES Send bib/registration information to MarathonFoto - Lauren (Call Louise first) Print final list of pre-paid massages All remaining bibs, pack for last minute bib pick up at Seattle Center.				Lauren will take a handful of bibs to the start line for any last minute emergencies
Seattle Westin	EVE			All items coming out of hotel not going to VRA need to go to Jimi's truck loaded in the nose so it can come back to Whidbey Storage along with VRA stuff headed back to Whidbey \$15 Fill-a-Bag Merch will be for sale at both EXPO and VRA Participant Shirts and Pre-Ordered Finisher Items to VRA (Let's discuss before we leave the hotel)	Jimi			
Seattle - Westin Grand Ballroom	5:30 PM	12:00 AM	Expo	Grand Event Rentals Arrive to break down Expo / Let Westin know we're done.. We need to let Grand Events know an hour before we're done to come , ask Jennifer if we can call them early		Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368		
Sunday December 1 RACE DAY								
Seattle Center - Memorial Stadium	4:30 AM		Marathon	SMA staff meet at Seattle Center Memorial Stadium to deploy trucks and begin race day set up. Josh and Jared will give their crews assignments.	Jared Loranger		Jared & Crew Josh & Crew SMA Staff Dan	Bring bolt cutters incase the gate is not open
Seattle Center - Exhibition Hall	??			What time is Jared and Josh Starting ? Please fill in the time	Jared Josh			
Seattle Center - Exhibition Hall / VRA	4:30 AM			Seattle Center VRA, Memorial Stadium = Everything opens				
Seattle Center - Memorial Stadium	4:00:00 AM 7:00 PM ??		Marathon	Memorial Stadium open for finish line set up. Ensure we have padlock key to the gate to Memorial stadium entry.	John Kokes Jared		Additional crew	
Westin	4:30:00 AM			Place signs outside the Westin directing runners to the Start Line	Jimi			
Seattle Center - 5th and Harrison	4:30:00 AM		Marathon	Set up bicycle fencing for banners and move start line scaffolding into place. Have items ready to roll into place by 5 when road closes Before 4am Move start line water and cheer equipment into place (3-6ft and pallets of water & Cups , first aid kit, 2 vaseline, tampons, 2 boxes of safety pins and under the scaffolding)	Josh Oliveri		Josh & Additional crew	Louise doesn't want to see any zip tie tails sticking up in pictures. Make sure American Flags are on scaffolding and fencing Please have all zip ties and supplies at start line to be ready
Seattle Center - 5th and Harrison	4:30 AM		Marathon	Dan Ledrick to help with start line set up, once bicycle fencing is up Dan can attached pacer signs to the fencing. 1 set of Pacer signs to hotel and 1 set to start line	Dan Ledrick			
Seattle Center - 5th and Harrison	4:30 AM		Marathon	Load in Street sound system at 5th and Harrison Street and Memorial Stadium Field	John Stabe Senior Project Manager Kelcema Audio O: 888-535-2362 C:774-280-2851			Ray Aberle Project Manager Kelcema Audio www.kelcema.com 888.535.2362 (888.KELCEMA)
Seattle Center - Exhibition Hall	4:30 AM		Marathon	SMA Staff at Seattle Center Exhibition Hall for VRA Set up and Bag Check. Jimi and Garrett report to Stephanie and set up coffee pots with water and transfer to carboys (ask Steph what time she'll be out of water? text me so i can refill them) Set timers to start at 2:00 AM)	Stephanie Rosas		Jessica Jana - Bag Check lead Jlmi Garrett	
Seattle Center - 5th and Harrison	5:00 AM		Marathon	5th and Harrison Street Closed to traffic / can start setting up the scaffolding and bicycle fencing	SPD			
RACE DAY	??		Course	Mile Markers & Medical Stations / Cargo Van (Uhaul)	Connor Crowell		Seattle Crew	
RACE DAY	??		Course	Course Signage CREW 1 / Cargo Van	Kapu Gaison		Seattle Crew	
RACE DAY	??		Course	Course Signage CREW 2 / Cargo Van	Lead		Seattle Crew	
RACE DAY	??		Course	I-5 Crew / 26ft Box Truck	Dean Hinchiff		Seattle Crew x2	
RACE DAY	??		Course	Water Station A / 26ft Box Truck	Person 1		Seattle Crew x2	
RACE DAY	??		Course	Water Station B / 26ft Box Truck	Person 1		Seattle Crew x2	
RACE DAY	??		Course	Water Station C / 26ft Box Truck	Person 1		Seattle Crew x2	

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle Center - Exhibition Hall	5:00 AM	7:00 AM	Marathon	Bag Check OPEN Special day of Registration bib pick up OPEN (at INFORMATION booth) Make sure Lauren has box of Saftey Pins	Stephanie Rosas & Crew Lauren (Asics)		Jana - Bag Check Lauren - Registration	Make sure signage is outside directing runners to bag check and back to start line.
Seattle Center - Exhibition Hall	5:00 AM	8:00 AM	Vendor Load-In	Marathon vendors may begin setting up booths	Stephanie Rosas			
Seattle Center - Memorial Stadium	5:00 AM		Marathon	Set up VIP tent (set up night before) at the finish line Jimi to ensure tent with food, water, coffee for staff and volutneers. Coffee pot and tea kettle	Jimi			electric line to tent please!
Seattle Center - Memorial Stadium	5:00 AM	8:00 AM	Marathon	Finishers tent please ensure has podiums, photo back drop, space blanks (20), case of water and Asics winner bags.	Jimi			
Seattle Center - 5th and Harrison	5:00 AM		Marathon	Set up timing equipment for start line. Have items ready to lay down as soon as the road closes.	Robbie & Crew (Brooksee)			
	5:30 AM		Marathon	SPD Meeting	Officer Brian			
Seattle Center - 5th and Harrison	6:00 AM		Marathon	Scott O arrive as announcer for 2024 Seattle Marathon. Please report to Louise.	Scott O.		Scott Ohsman	Confirmed on 10/7/24 Phone number 425-870-7804
Seattle Center - 5th and Harrison	6:00 AM		Marathon	Start line announments may begin for general announments. Have a bag with Start Line announcer book, airhorns (labeled Louise) underneath scaffolding on the curb side.	Louise Jimi Bring bag		Louise Scott	If UW team can get down there no latter than 6:45a
Seattle Center VRA	6:15 AM		Marathon	DJ Chris to arrive at VRA / His script will be instructed by Jessica	DJ Chris Jessica			Chris Rossiter (425) 563-9570
Seattle Center - Exhibition Hall	6:15 AM		Marathon	Start announments inside Seattle Center Exhibition Hall and directing full marathon runners to the start line. Race starts at 7am announce every 10 - 15 minutes (John to announce every 15 min to get clear of the stadiuim and get to the Start Line)	Stephanie Rosas Announcer John Kokes			Stress that 7am start time with instructions to start line
Seattle Center - 5th and Harrison	6:15 AM		Marathon	Pacers in place 30 minutes before race starts	Loka			Dan needs to put signs on fence letting Pacers know where to set up
Seattle Center - Exhibition Hall / VRA	6:30 AM			DJ Chris needs to announce "Everyone needs to get to the starting line at 5th and Harrison because the race is about to start"	DJ Chris			
Seattle Center - Memorial Stadium	6:30 AM		Marathon	UW Medicine Medical staff onsite / Auburn Color Guard JORTC (8 min) then Army Soloist SPF Jennifer Hiemstra (209) 648-8023 does the national anthem-	Mark Harrast			
Seattle Center - 5th and Harrison	6:40 AM		Marathon	Start line announments begin with introduction of UW Medicine title sponsor Scott to announce and introduce UW Medicine's Cynthia Dold just before the race starts / and before Natioanl Anthem then SING NAT ANTHEM In between each announment Scott needs to announce all runners to the stasrtng line			Louise Scott Tami Don	
Seattle Center - 5th and Harrison	7:00 AM		Marathon	Full Marathon START Have UW Medicine rep start the race / Cynthia Dold from UW Medicine will be at the start again this year			Don Louise	
Seattle Center - 5th and Harrison	7:10 AM		Marathon	Half marathon pacers in place as soon as full marathon participants have cleared the start line	Loka			Dan needs to put signs on fence letting Pacers know where to set up
Seattle Center - 5th and Harrison	7:20 AM		Marathon	Start line announments begin with introduction to title sponsor - National Anthem Singer			Louise Scott	
Seattle Center - 5th and Harrison	7:30 AM		Marathon	Half Marathon START				
				1st Full Marathoner shows up when men:2:27 & Woman:2:42 and 1st half Marathoner (men & woman) shows up?				
Seattle Center - 5th and Harrison	7:45 AM		Marathon	Start to breakdown start line as soon as last half marathon participant crosses the start line. Cut the banners and pull them over to the sidewalk to roll them up Push all items to the side as quick as possible, disassemble after road opens	Josh Oliveri & Crew			Take all cloths to VRA
Seattle Center - Memorial Stadium	8:00 AM		Marathon	SMA Staff to be at the finish line for half and full marathon finisher. Hand out awards to top finishers Projected Top Finish Times: • Half Marathon Male: Expected FINISH: 8:35 AM • Half Marathon Female: Expected FINISH: 8:45 AM • Marathon Male: Expected FINISH: 9:25 AM • Marathon Female: Expected FINISH: 9:35 AM Need more UW People to hand out top finisher awards (9 people total)	Louise Long		Tami Don Everybody	Holding finisher tapes First Place Marathon Men John & Don First Place Marathon Women First Place Half Marathon Men John & Mark First Place Half Marathon Women
Seattle Center - Memorial Stadium	8:15 AM		Marathon	Announcer at finishline to start letting people know to expect (fill in names of who's going to be there to hold banners, etc..) UW People	Scott			
Seattle Center - Memorial Stadium	8:30 AM	9:40 AM	Marathon	Help get 1,2,3 rd place finishers into winners corral	Jimi & Christina			

LOCATION	START TIME	END TIME	ITEM	DETAILS/DESCRIPTION	LEAD	CONTACT INFORMATION	ON-SITE STAFF	NOTES
Seattle Center - Exhibition Hall	8:15 AM	2:00 PM	VRA	VRA Open to the public SMA Information booth must be staffed for results, lost and found All clothing left at start line will be brought in to bag check area	Stephanie Rosas			
Seattle Center - Memorial Stadium	9:45 AM			Amber to Collect full and half marathon winner photos from MarathonFOTO	Amber Snapp		Marathonfoto	
Seattle Center - Memorial Stadium	9:00 AM	12:00 PM	Marathon	Cheer Seattle to arrive at finish line	John Jared			
Seattle Center - Memorial Stadium	11:00 AM			Order Domino's Pizza's deliveries for staff (See last years order)	Jimi			
Seattle Center - Exhibition Hall	1:45 PM		VRA	Begin break down of non essentials inside VRA	Stephanie Rosas			
Seattle Center - Memorial Stadium	1:45 PM		Marathon	Begin breakdown of non essentials at finish line	John Jared & Crew			
Seattle Center - Memorial Stadium	2:00 PM		VRA	Clothing check closes - all remaining items move to information booth	Jessica Long			
Seattle Center - Memorial Stadium	2:00 PM		Marathon	Begin finish line clean up • Half Marathon: Expected last finisher: 12:35 PM • Marathon: Expected last finisher: 2:45 PM	John Kokes Jared & Crew			
Seattle Center - Exhibition Hall	4:00 PM		VRA	Move for Hunger pick up leftover food, please have please check with Louise who will check food items before Move for Hunger arrives to see what we have left over to give them	Stephanie Rosas			
Seattle Center - Exhibition Hall / VRA / Memorial Stadium	5:00 - 5:30 PM			John K to give Grand Event Rentals a call to Arrive to break down VRA and Memorial Stadium (or who we should call?)	Stephanie Rosas			
				OPENING DOOR ACCESS TO VRA WEND, SAT AND SUNDAY?				
Monday, December 2, 2024								
				Jae on phones, Jimi (arrive at 9:30a)				
Tuesday, December 3, 2024								
Marathon Photo				Timers need to have all results to SMA. Hannah back in office. Robbie needs to sent Marathon Photo (add their contact info) all results / Robbie to talk to Louise				