

SPORT RELIEF MILE – JOBS as of 15-3-10



SATURDAY 20TH MARCH

9.30 to 4.30 – Street Collection

Volunteers: John B. Roger, Olivia, + (MORE HELP NEEDED)

7:00 – 8:00 Transport items to Mackarness Hall and setup hall

Transport water and goody bags –

Transport Urns, Signs, Cones, display boards, stakes and other things from shed – John

Setup in Hall

Kitchen area, Registration area, Baggage Area, Display Boards, Marshals Area

Volunteers: John, Ian + + + (CAN YOU HELP?)

SUNDAY 21ST MARCH

		Jobs	Time	Instructions
Bond	Fran	Back marker - 1 mile Then marshal reserve	10:30	Take back marker tabard from Mackarness Hall (see Steve/Judy Davey)
Broom	Marion	Marshal	9:15 onward	Separate sheet
Burgess	John	Meet and escort Jo Pavey.	9:45 to 11;30	
Costello	Jackie	Baggage Store	9:00 – last bags gone	Use stage area of M. Hall. Luggage labels for bags. Write number on label and tie to bag. May need a helper.
Costello	Dennis	Marshal	9:15 onward	Separate sheet
Davey	Judy	Help Steve with marshal organisation. Act as emergency contact and liaise with ambulance	9:00 onwards	Need to issue marshal vests, back-marker vests, lead cyclist vest, instructions. Give out emergency phone number – suggest Judy's and Judy stays put in New St, near ambulance.
Davey	Steve	In charge marshalling	9:00 onwards	Need to check off marshals as they arrive. Basic briefing – from sheet. Make sure they are clear about duties and positions
Davey	Joanne	Street Collection with whoever is free to help	9:00 onwards	Have red bucket each (from M. Hall stage) and invite donations from spectators.
Dicks	Brent	Back marker – 6 mile	11:30 to end of run	Collect back marker vest from Steve/Judy
Dicks	Michaela	Help with late registration. M. Hall	9:00 to 10:10	
Enticott	Gary	Back marker – 3 mile	11:30 to end of run	Collect back marker vest from Steve/Judy
Evans	Sarah	Marshal	9:15 onward	Separate sheet
Evans	Gerry	Start/Finish area help	8:30 10:30, 11:30	1 st help set up start and finish areas 2 nd – help Richard control the start for each event 3 rd direct runners at the finish to road crossing
Glyn Jones	Vanessa	Teas/Coffees/cakes	9:00 to end	
Guest	Alison	Teas/Coffees/cakes	9:00 to end	
Harris	Richard	Marshal	9:15 onward	Separate sheet
Harvey	Richard	Official starter and in charge of finish	9:30 to end of 6 mile	
Higginson	Olivia	Running mile then help where needed		
Jeeves	Ian	Signage	Early	
Jones	Susan	Start/Finish area help	8:30 10:30, 11:30	1 st help set up start and finish areas 2 nd – help Richard control the start fo each event 3 rd direct runners at the finish

		Jobs	Time	Instructions
Kingston	Marie	Marshal	9:15 onward	Separate sheet
Leach	Janet	Marshal	9:15 onward	Separate sheet
Legg	Tim	Marshal	9:15 onward	Separate sheet
Lowman	Jo	Teas/Coffees/cakes	9:00 to end	
Lyus	Pete	1. Help Ian with signs 2. In charge goody bags	Early 9:00 to finish	Tables from Hall if wet, otherwise issue from boxes
Lyus	Suzanne	1. Late registration 2. Help – water bottles	8:30 – 10:00 10:30 to end	
Oak	Warren	IN CHARGE ON DAY	8:30 to end	
Paddon	Guy	Marshal	9:15 onward	Separate sheet
Pike	Lyn	Teas/Coffees/cakes	9:00 to end	
Richards	Maggie	Marshal	9:15 onward	Separate sheet
Saunders	Roger	Start/Finish area help	8:30 10:30, 11:30	1 st help set up start and finish areas 2 nd – help Richard control the start fo each event 3 rd direct runners at the finish
Sleeman	Jennie	In charge water bottles	9:00	Setup water bottle distribution on path to Hall
Strawbridge	Bruce	1. Help where needed 2. Lead cyclist	8:30 10:30 & 11:30	
Strawbridge	Tracey	Start/Finish area help	8:30 10:30, 11:30	1 st help set up start and finish areas 2 nd – help Richard control the start for each event 3 rd direct runners at the finish
Thorpe	Nick	In charge music & PA & Twirlstars	8:30	
Thorpe	Sandra	1. Help with late registration 2. Help with water bottles	8:30 to end	
Whiteley	Tony	Help with Goody bags	10:30 to end	

If you want swap a job with someone
If you are unable to help after all
If you are not on the list but should be

LET JOHN KNOW ASAP

Unknowns:

Weather

How many people will have registered online.

How many people will register on the day.

How many will actually run.

How many water bottles and goody bags we will have – these are based on online entries which have been unexpectedly high (across the nation) this year.

Will we have enough cakes?