**Bark in the Park 9 , July 22, 2017**

***Note: please email Kim Sefton*** [***kimdpt2001@yahoo.com***](mailto:kimdpt2001@yahoo.com) ***to confirm you have received your instructions. Please email or call (815-440-3682) with questions by July 20.***

**NOTE: if you have a \* beside your name, you have an additional job so look for your name listed elsewhere, too.]**

**Early Arriving Volunteers – helping with set-up & Later Special Jobs in City Park**

1. **\*Barbara Sigwalt, \*Tina Mattan, \*Kim Sefton, \*Margaret Starkey, \*Kalie Vandersnick, \*Brandi Catton** setting up Registration area as well as barricades blocking Pearl street and Center Street, banner placement
2. **\*Julie Theill, \*Nancy Swain –** delivering the table (see Brandi Catton) cups, drinking water, plastic gloves to the three Water Stations, pick up items at park, please have placed by 7:30
3. **\*Karen Russell, \*Carol Neely, \*Gay Hull –** delivering items from the Shelter, Bonnie’s house, one mile walk stuff and dog treats / prizes on bandshell
4. **\*Bonnie Wick** - in charge of selling leftover t-shirts in pavilion after registration (no HCHS tent)
5. **\*Gay Hull / \*Carol Neely–** setting up water for dogs at 1 mile walk water station (asking neighbor to fill please); water for dogs at Park, make sure 1 mile walk volunteers have ribbons to hand out, make “poo” bags available to walkers
6. **\*Karen Russell –** cone placement along route, see Kim Sefton

**Volunteers -All working with 5K Run/Walk Timing/Tabulation-corner of Pearl & Center Sts. – find Barbara Sigwalt for details on Saturday morning**

1. **\*Barbara Sigwalt** – popsicle stick handler #1
2. **\*Wendy Gatter** – popsicle stick handler #2
3. **Theresa Bowers** – Timer Mile 1–get your stopwatch and road assignment from Barbara Sigwalt **(Note: please bring charged cell phone)**
4. **\*Kasey Zibton** – Timer Mile 2– get your stopwatch and road assignment from Barbara Sigwalt to get your assignment **(Note: please bring charged cell phone)**
5. **Don Fredericks** – 5K Scorer men–in corner of park near Pearl & Center Sts. corner – find B. Sigwalt
6. **Tessie Fredericks**– 5K Scorer women– in corner of park near Pearl & Center Sts. corner – find B. Sigwalt to get your assignment
7. **\*Brent Starkey**– Clock / chronomix–Pearl & Center St. corner of park – find B. Sigwalt
8. **\*Barbara and Wendy** – helpers with setting up the finish line stanchions & cones
9. **Brandi Gatter**  finish line runner, see Barbara Sigwalt

**Registration & Packet Pickup – in pavilion at City Park near Center St.**

**[NOTE: some of you have additional assignments– look for the \* beside your name -means you are listed elsewhere, too]. All registration volunteers need to arrive between 5:30-5:45 a.m. (Registration and packet pick up begins at 6:00 a.m.)**

1. **\*Kalie Vandersnick**– takes registration forms & all money for fees
2. **Julie Riney** – takes registration forms & all money for fees
3. **\*Margaret Starkey** – fills out bibs for One Mile Walk participants with or without Dogs
4. **\*Tina Mattan** – fills out bibs for 5K Run/Walk participants and all Family Plan registrations, **then assist with kids races at 8:45**
5. **\*Bryann Brophy–** fills packets with t-shirts and gives to participant –directs all Dog Walkers to continue down the line to complete filling their packet, **then assist with kids races at 8:45 if needed**
6. **\*Paula Pritchard**– writes names of 5K Runners ONLY onto Tabulation Sheets, **then assist with kids races at 8:45**
7. **\*Erin Starkey** – works with moving people through line selecting 3 Dog toys **& keeps boxes filled, then assist with kids races at 8:45**

**Volunteers - All working with Kids Games & Activities –**

**find Susan Pierce for details on Saturday morning**

**Please arrive no later than 7:30 a.m., games will start around 8:30 a.m.**

1. **Susan Pierce** – in charge of kids’ games & activities – ticket & money taker
2. **Jessalyn Belvel, Katie Christiansen, Rebecca Clementz, Allison Craig, Lexi Manthe, Lizzie Pierce, Brandon Rice, Natalya Schmidt, Evy Strohm**

**Volunteers – All helping along the 5K Run/Walk Rte and the One Mile Walk (with or without Dogs)-**

**[NOTE: you are listed by Street intersection or corner along the route – You’ll need to make sure your wooden barricade is set up to block off the side street so participants have clear access to race route. You can not refuse cars access to the road – but encourage them to wait until the runners & walkers have passed your corner - - - for the safety of everyone, but if they must pass, tell the m to do so with caution.]**

1. **\*Barbara Sigwalt, \*Wendy Gatter** & \***Evelyn Watkins** – corner of Pearl St. and Center St. (start of 5K Run/Walk Race)
2. **\*Jim and Janet Larson** – corner of Pearl St. and State St. (stand in middle of Pearl & by boulevard so 5K Runners know to turn to their right onto State Street. Please make sure state street north and pearl street east barricades are blocked prior to start of race
3. **\*Julie Theill and \*Nancy Swain** – corner of State St. & Main Street – [NOTE: Police will also be blocking Main St. (because it is Rte 6 & Hwy 82) but only until 8:45. \***Julie**, please remove the wooden barricade from east side of State St. once the police arrive because the 5K runners/walkers will be returning on that road. Thanks. \***Nancy**, you’ll need to stay at this intersection to direct all One Mile Walkers with or without Dogs to turn to their left and walk along the sidewalk along Main Street side of the Park**.**
4. **\*Diane Cornelius and \*Diane Lodge** – each should stand on opposite sides of the boulevard blocking intersections to South St.
5. **Victoria Meyers**– stand in the road on State St. and direct both the 5K participants and then the One Mile Walkers with & without Dogs to turn to their right onto the West Locust (alley) road. **THIS IS THE FIRST TRICKY DIRECTIONAL CHANGE** because it’s easy to not see this turn so you’ll actually be blocking State St. but there will no barricade there – ONLY YOU. [NOTE: once all the participants have passed you on the front part of their route, then move to block the entrance to Locust Street on the east side of the boulevard.]
6. **Cindy Avey** – corner of W. Locust St. & Center St. – you’ll be standing in Center St. so you’ll actually be blocking Center St. and pointing the participants to continue down Center Street towards Frank St. **(Note: this year the Southwest Elementary School parking lot area is not available due to construction).**
7. **Gail Koester** – you’ll be standing in Center St. near Southwest school entrance and pointing the participants to continue straight down Center Street **(Note: this year the Southwest Elementary School parking lot area is not available due to construction).** Direct them towards–**Bette Norris** at the intersection of Frank and Center Street.
8. **WATER STATION corner of southwest school area: Heather Charlet, Barb Layman** (keep water dishes filled for dogs and cups filled for 1 mile walkers, please pick up trash around the area)**When the golf cart comes around, you’ll know that all the participants have finished your section of the race route. You can place all unused water jugs and trash bag onto the golf cart and head back to your cars &/or the City Park.**
9. **Bette Norris** – you will be at the intersection of Center and Frank and directing the participants to turn to their left onto Frank St. **(Note: this year the Southwest Elementary School parking lot area is not available due to construction)**
10. **Deb Taylor** – stand on the boulevard of State St. at the intersection with Frank St**. THIS IS THE SECOND TRICKY DIRECTIONAL CHANGE BECAUSE YOU’LL BE TURNING THE PEOPLE IN BOTH DIRECTIONS.**

\*\*All 5K Runners/Walkers will turn to their right and head down State St. toward the Richmond Hill area.

\*\* All One Mile Walkers (with and without Dogs) will turn to their left and head back down the boulevard –same side as they used earlier- and they’ll head back toward the City Park area. If they ask you – say “5K” & point toward the Moose Lodge direction OR say “One Mile Walk” & point back toward the Park, making sure they keep in the west lane of the boulevard.

1. **Kelly Helg** – you’ll be standing on the east side of the State St. boulevard blocking off the Chestnut St. intersection.
2. **Kayla Miller, Autumn Dekoster** – WATER STATION #1 – you will be located on State St. where the boulevard splits. [**NOTE: you’ll have two very important jobs** – first, **wear the plastic gloves provided for you. You’ll need to have rows of paper cups set up and filled about ¾ full of drinking water for the 5K Runners to grab** and toss as they run by you heading toward the Richmond Hill area – stay out of their way but assist them by keeping cups in rows ready for them to easily get to - - - your second job is to keep the cups filled with water as the 5K Runners return from Richmond Hill and are again thirsty for another drink of water **BUT ALSO MAKE SURE THEY USE THE RIGHT (EAST SIDE LANE) OF THE BOULEVARD** – so one of you should stand actually blocking off the west lane of the boulevard. **They should be running as if they were driving a car – use the lane would they be using if they were driving a car. ALSO, clean up around your area. Pick up all used cups and toss all the unused water & cups into the trash before you return to the City Park. When the golf cart comes around, you’ll know that all the participants have finished your section of the race route. You can place all unused water jugs and trash bag onto the golf cart and head back to your cars &/or the City Park.**
3. **Marcia Boyer** – you’ll be standing with the barricades that block the State St. side of the Walgreen’s road.
4. **Matt Thompson** – you’ll be standing with the barricades that block the State St. side of the Dairy Queen/mini-mall area.
5. **Kari Jost, Kathy Rourke**– you’ll be standing with the barricades that block off the State St. side of the bridge crossing the Geneseo Creek towards Oakwood Avenue. Indicate that the 5K runners should be turning to their right and starting to head up into the Richmond Hill area and taking another right towards Julie (not going straight up towards the park)**. (keep barricade on one half and block the other half, people are allowed to enter Crowe Ford if needed)**
6. **Julie Stombaugh**– standing past Crowe Ford past fire hydrant; **please tell people to turn right and not go straight!!!** you’ll be turning the 5K Runners/Walkers to their right onto Richmond Hill Drive as they enter into the Richmond Hill area**. THIS IS THE THIRD TRICKY AREA** because you’ll also need to be aware that these 5K participants will also be running down the H.K. Robinson Drive and you’ll be directing those runner to head back toward State Street as they return to the City Park area.
7. **Bryanne Thompson –** blocking the 2nd cul de sac up Richmond Hill Dr.
8. **Brandi Littig second person if possible** – the intersection of Richmond Hill Drive with Stewart St. - you will work to direct the 5K Runners/Walkers to turn left then quickly right onto the “Soccer Road” that runs behind the tennis courts. **Please remind participants that the course change is ahead.**
9. **Steve Catton, Brandi Catton**– **You are the key to assisting the racers along the new “bump out” part of the course. Please direct racers around the designated cone and then to the right towards Richmond Theater Playhouse. Please place cones as needed.**
10. **WATER STATION #2 – Andrew Schram, Stephanie Hull**

[**NOTE: you’ll have two very important jobs** – first, **wear the plastic gloves provided for you.** You’ll need to have rows of paper cups set up and filled about ¾ full of drinking water for the 5K Runners to grab and toss as they run by you heading down H.K. Robinson Drive – stay out of their way but assist them by keeping cups in rows ready for them to easily get to. Let the 5K participants know they are on the correct path, look for mile 2, head straight down the hill

**ALSO, your second job is to clean up around your area. Pick up all used cups and toss all the unused water & cups into the trash before you return to the City Park. When the golf cart comes around, you’ll know that all the participants have finished your section of the race route. You can place all unused water jugs & trash bag onto the golf cart & head back to your cars &/or the City Park.**

1. **Bridget Littig** – you’ll be standing in front of the barricade and orange cones to prevent anyone from accidently turning down Stewart St. They should continue to run down H.K. Robinson Drive, so just keep pointing them straight down that hill.
2. **Kasey Zibton at mile 2 marker** – calling out split times and directing runners down the road towards state st. Please keep your eyes alert in case any car might be coming up the road that the runners can’t see. **[NOTE: we can not legally prevent drivers from coming through the barricades but we can caution them that runners are on the course, too, and they need to be extra cautious. Hopefully, there will be no cars during our race, but you will be their eyes in this slightly blind spot on the road. Thanks**

**Again, the 5K Run/Walkers will be running by these same volunteers - only heading in the opposite direction.**

**Kayla Miller, Autumn Dekoster WATER STATION #1 volunteers [NOTE: Deb, these 5K Run/Walkers should now be returning but in the right hand lane of the boulevard. If all of the One Mile Walkers have completed their route past you, please move across the boulevard to block the Locust St. intersection and indicate they should continue running on State St.**

Also still at their positions are **Diane Cornelius, Diane Lodge, Jim and Janet Larson**

**You’ll all know when the 5K Run/Walk Race is completed when the golf cart drives by your assigned location.**

1. **\*Julie Theill –**please remain at the intersection of State St. & Main St. and indicate to the 5K run/walkers that they should continue up the State St. boulevard but in the right lane (from which you’ve removed the barricade earlier). The police will leave this area at 8:45 but some of the 5K Walkers may still be on the course. You’ll know when everyone is finished when the golf cart comes across the intersection.
2. **\*Jim and Janet Larson–** corner of State St. and Pearl St. **–** your job is to stand about halfway in the middle of the intersection of these two streets and indicate by motioning with your arms to all the 5K Runners/Walkers to turn to their left onto Pearl St. where the finish line is set up.

**This starts the volunteer assignments for the last half of the One Mile Walk with or without Dogs route.**

1. **\*Nancy Swain**– you’ll be standing at the corner of Main St. & State St. on the City Park sidewalk - - Once the One Mile Walkers with or without Dogs cross Main St. You’ll indicate to them that they need to turn to their left and follow the sidewalk along that side of the City Park as it runs along Main St.
2. **\*Bryann Brophy**– Corner of Main St. and Center St. Indicate to all the One Mile Walkers that they will be walking on Center Street to their finish line which will be marked with orange cones & balloons just beyond the pavilion area. (Note these walkers will be on the sidewalk).
3. **\*Chris Biellier and Diane Biellier** – **One Mile Walk** starting and ending area on State St. and Pearl St. – **NOTE: pick up your One Mile Walk ribbons from the pavilion area**.] and stand on both sides of the east boulevard of Center St. marked by one orange cone with balloons taped to it. Once each person and each dog gets to this point, you may congratulate them and hand them a ribbon. Dogs receive a ribbon, too. We have a variety of colors so it makes no difference which color you give them.  **[NOTE: you’ll most probably need to borrow an orange cone from the closest corner of the City Park sidewalk; please return it there after you’ve finished, because it will be used for the Kids races, too, to mark the corners of their race routes. Thanks]**

**Volunteers –helping with the Kids Races in the City Park area. These races begin at 8:45 A.M.**

**Please see list below for areas that need volunteers for the kids races. If you are able to help please find an open spot.**

1. **\*Evelyn Watkins** – placement of your cones along kids race route, balloon placements; deliver cones to Barbara for finish line; starts each Kids Race – All races begin at the Pavilion Area at mid-block on the Center St. side of the City Park. Please have Paula Pritchard verify that volunteers are in the correct spots prior to starting the race and have assisted with clearing the sidewalks AND get kids medals from Barbara prior to races and give to Erin Starkey

**For the younger kids races – Ages 0 through age 4, here is the route:**

1. **\*Paula Pritchard**– corner of Pearl St. and Center St. marked with an orange cone & balloons and running on the sidewalk, motion the YOUNGER KID RACE participants to head diagonally (toward the band shell/restroom area)
2. **Extra Volunteer**– stand at the middle of the sidewalks and point the Kids in the direction of the diagonal sidewalk heading to the corner of Main St. & Center St.
3. **Bryann Brophy**– Corner of Main and Center St. . You are doing double duty at this intersection. Earlier you were directing the One Mile Walkers on their route. Now you’ll be working with the Kids Race Routes. You’ll point the kids back along the Center St. sidewalk back to the finish line in the same place as they started (by the pavilion)
4. **\*Erin Starkey**- you’ll be helping congratulate all the kid racers and make sure that each child that has participated in the race gets a ribbon with a medal paw print placed around his or her neck. **[NOTE: These are the same medals as the Older Kid Racers receive. You can tell which kids are the runners because they’ll be wearing a #1 Kids race bib.]**

**For the older kids races – Ages 5 and Up, here is the route:**

1. **\*Evelyn Watkins** –starts the race at the Pavilion
2. **\*Paula Pritchard** – you’ll be standing at the corner of Pearl St. and Center St. – there should be an orange cone there with balloons taped to it. If that has not been returned from the One Mile Walk finish line, you should find the cone & balloons still sitting on Center St. Get it and bring it back to the corner of your sidewalk area. You’ll motion to the Kids to turn to their right and keep running down the sidewalk on the Pearl St. side of the City Park.
3. **Extra volunteer** – you’ll still be standing at the corner of Pearl St. & State St., but this is a longer race, so you’ll motion the kids to turn to their right and run along the State St. sidewalk.
4. **Extra volunteer** – you’ll still be standing at the corner of State St. & Main St., but this is a longer race, so you’ll motion the kids to turn to their right and run along the Main St. sidewalk.
5. **\*Bryann Brophy**– you’ll be standing at the corner of Center St. and Main St. You’ll point the kids back along the Center St. sidewalk back to the finish line in the same place as they started (by the pavilion)
6. **\*Erin Starkey** – you’ll be helping congratulate all the kid racers and make sure that each child that has participated in the race gets a ribbon with a medal paw print placed around his or her neck. **[NOTE: These are the same medals as the Younger Kid Racers receive. You can tell which kids are the runners because they’ll be wearing a #1 Kids race bib.]**

Pet Contest Announcer: **James Stratton** National Anthem Singer**: Andrew Roseman**

Golf cart: **Becky Roesner**

Finish line water stations / table set up: **Kim Sefton, Lisa Barker (pick up Hammond Henry refreshments), Mary Barker, Julie Theill, Nancy Swain (table set up at 5k finish line, 1 mile walk finish line; 2 tables on bandshell stage for awards)**

3D MAPS runner warm up at 7:30: **Kim Sefton, Julie Theill, Victoria Meyers, Diane Biellier**

Music at Bandshell ?? **Kim Sefton**

Vendors / Food Truck / Vibrant Ice Cream Truck placement: **Katie Lenz (see Kim)**

Volunteer coordinator: **Kim Sefton (gloves, garbage bags for water station)**

Road Closure Volunteers: **Pustejovski Family: Richmond Hill up and down**

**Stacy Cotty and family: Main and State Street to Moose Lodge (west side)**

**Robyn Sherbeyn: Center Street**

**Sonya Juarez: East side of State street from Main St. to Pizza Hut**

**Diane Lodge: around the park**

**Barbara Sigwalt: Crowe Ford**

5K lead off: **Jim Ash, motorcycle**

1 Mile Led off: **Gay Hull**

Week of Race help with packets **\*Tina Mattan, others as needed**

Friday night help 4:00-7:30 p.m at Pavilion: **\*Barb Sigwalt, \*Tina Mattan, \*Brandi Catton \*Kim Sefton, \*Bonnie Wick, Karen Russell, Gay Hull, Margaret Starkey, Erin Starkey, Kalie Vandersnick, Katie Lenz**

Road markers Friday night: **Julie Theill, Nancy Swain**

Barricade Placement Friday 5:30 a.m at park**: Kim Sefton, Julie Theill, Nancy Swain (placed on each end of Pearl St.). Note: please allow Farmer’s Market and vendors to drive in to set up; must move vehicles by 6:30-7a.m.**

Beauty Queens to assist with awards distribution (see Barbara Sigwalt): **Claire Johnson, Brooke Laingen, Alexa Mahoney**

Pet contest judges: **Tracy Diehl, Kaitlyn Ebarb, Alexis Weber**

Vet on call**: Christina Causemaker**

Photographers: **Dick and Karen Mowers**

ALL PLEASE HELP WITH CLEAN UP AT END OF RACE! THANK YOU FOR VOLUNTEERING!!