



## Trail Fest at Graham Swamp 2024 Volunteer Information

### Assignments

10a-2:30p

- Parking: Tricia, Bob, Parker. Park cars until around 11:45a then come help at the event area handing out finisher medals to the bikers.
- Packet pick up: Bernice, Heidi, Lisa
- Finish line aid station & misc: Othniel
- Hoodies: Deedy
- Course direction, bike staging, greeter: Jose

2:00-6:30p

- Packet pick up: Bernice, Holly
- On course aid station: Jeff, Jessie, Lucy (done by 4p on course)
  - Jeff will pick up supplies and take them out by 2:30p. Others can ride with him or follow him to the north end.
- Misc & hand out finisher medals: Matt
- Misc help/floater: Jose

### Description

*Parking:* see below for the parking layout. It is important that we park cars super efficiently, it will take assertive direction from the volunteers to get cars parked close together. Park them at a 45 degree angle towards the fence and as close as possible. Wear a vest and use an orange flag. Tricia will be stationed at the parking lot, only allowing those on the list to park there. Send everyone else to fence parking entrances. Tricia, please call Cory when a vendor shows up that has equipment that needs to be carried in.

*Packet pick-up:* hand out race packets & race numbers. If they want to exchange their shirt size we will have a limited number of extra shirts to choose from.

*Finisher plaques:* All racers in all 3 races get the same medal. It's important that you make sure to only give them out to racers, we will run out if not! Stand by the finish line and hand them as they cross. Those in the Gator challenge do not get one in the 10k, only in the bike race, they will have green bibs. Please text Jessie Magee any no-shows in the 5k and 10k.

*Bike staging:* Help clear the area right before the bike race starts. Clear service road for bike start.

*Greeter:* Stand near the entrance to the festival area road (between the parking lot and road up to the festival), welcome everyone and point the in the direction to the start/finish line.

*Finish line aid station:* Keep water & Gatorade filled, assist athletes as needed

*On course aid station:* Go out on course around 2:30. You'll have a table, cooler, cups, trash bag, a right turn sign and straight sign. Have some cups filled. Put the right turn with the 5k sign and 10k straight, call it out as they run through so all 5k runners go right and 10k go straight. Mark off runner numbers on your list as they come by. Pack up and come back when your last runner is through. At least one person should be in charge of marking off numbers and making sure they go the correct one. The others will help with water.

*Hoodies:* Hand out hoodies to those on the pre-sale list. We'll have some to sell at the event, cash or venmo. \$30.

*Crowd control:* Keep spectators off of race course in high traffic areas. I'll go over this.

Volunteers can park in the main trailhead dirt lot, Tricia will be managing this until around 12p. After that you can try to get in a spot in there but it may be full.

\*Assignments could change so please stay flexible!

Please see me or Bernice at the end of your shift to get your shirt.

**What to bring:**

- Water and refillable bottle (please no single use)
- Snacks
- Weather appropriate clothes
- Shoes appropriate for standing, dirt, grass, etc

Please visit the website and read the racer/festival information document as well as the rest of the website. <https://www.elevateeventcompany.com/trailfest>

## Trail Fest Parking Instructions

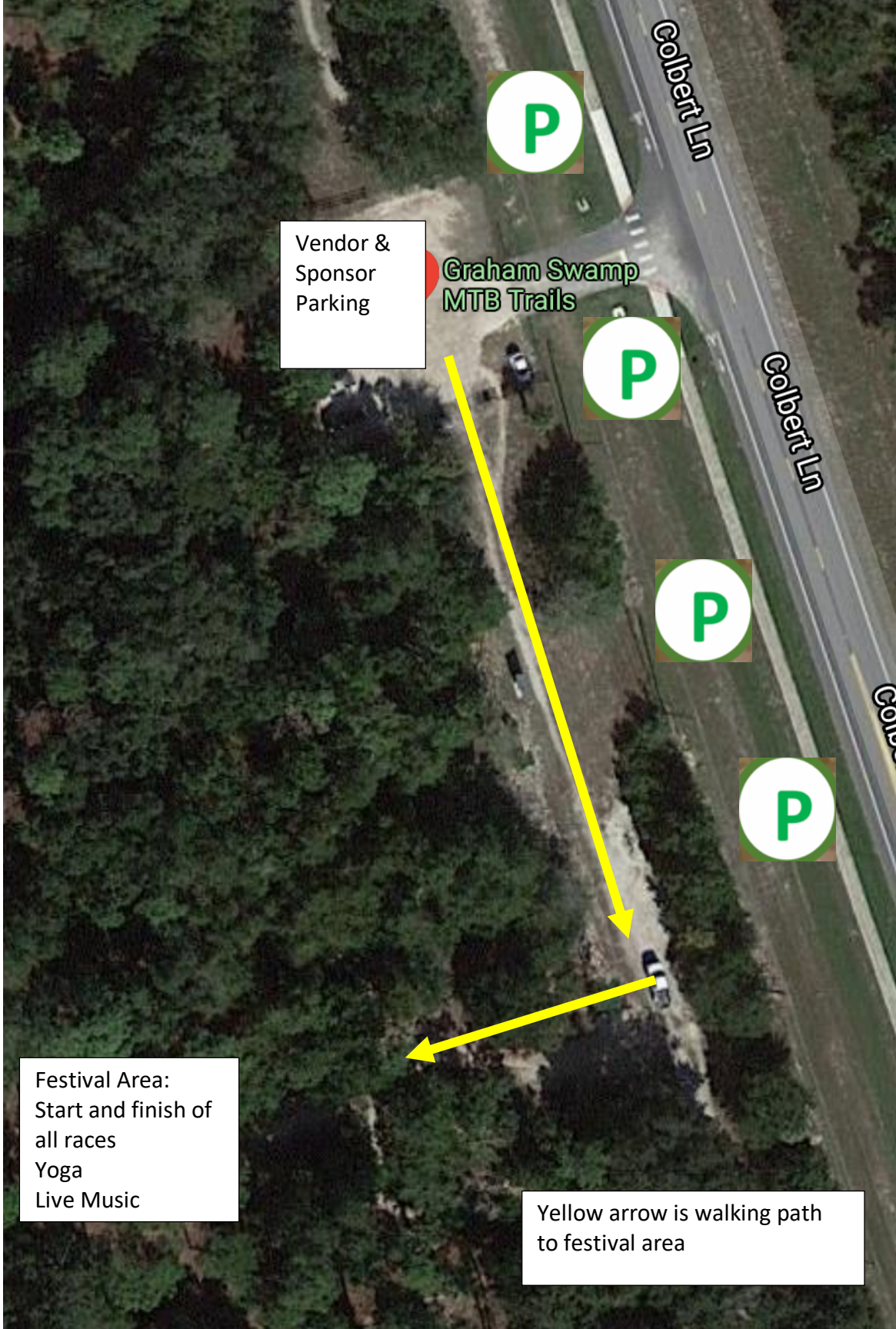


Yellow arrows indicate flow of vehicles for parking. Look for arrow signs on either the south or north side of the trail, along the fence line. They will be several hundred yards before the trailhead entrance. Vehicles will be directed to drive along the fence line towards the trailhead and park at a 45 degree angle facing the fence (small arrows). The north side of the trailhead is more level and easier to drive/park. Bigger trucks & SUV's will be fine on the southside, we do not recommend cars coming in this end.

TRICIA: You will be where the red X is with a list of who can park in the parking lot. Send everyone else north or south. Cars should be sent North, parking is flatter. No parking allowed on the east side of Colbert or along Colbert between the sidewalk and road. If this gets out of hand please let me know so I can send someone else out to help.

BOB & PARKER: One of you will go north and one south. You need to be where the cars should be parking, not where they come in. That way you can direct them with your flag to the exact spot they need to park. Otherwise they will leave big spaces between each vehicle and we will lose parking spaces.

Head to the start/finish area when the bike race is about the start and switch to new role.



Vendor &  
Sponsor  
Parking

Graham Swamp  
MTB Trails

Festival Area:  
Start and finish of  
all races  
Yoga  
Live Music

Yellow arrow is walking path  
to festival area

TRICIA:

Vendors permitted in dirt parking lot (park efficiently/tight) absolutely NO Parking inside the gate

- Flagler Bike Shop (Mark) He'll need to drive up to unload
- Robby Gill (Ormond trailer and hitch)
- Essential Media: Austin & Kelly
- Palmer Chiropractic (3 vehicles allowed)
- Daytona Massage (2 vehicles allowed)
- Mitch Reed
- Jeff McNaughton
- Pete Rose
- Doug Diamond
- Yoga Instructor: Chris Knox
- Scott Nance photographer
- Volunteers (see list)