



NATIONAL EVENT STANDARDS: BEST BUDDIES FRIENDSHIP WALK SHOW FLOW

EXAMPLES BASED ON SATURDAY 9:45AM START LINE TIME

- Pre-Event Setup: Friday, April 21st from: 1pm – 7pm (Volunteers to start helping at: 1pm)
- Event Date: Saturday, April 22nd 2017 from: 6am – 1pm

Walk Commanders:

Name	Title	Cell
	Logistics Chair	
	Walk Chair	
	State / Area Director	

DAY-OF WALK SCHEDULE:

5:45 a.m.	Board Members & Key Staff On-Site
6:30 a.m.	Volunteers Onsite
8:00 a.m.	Registration Opens
9:15 a.m.	Opening Ceremonies
9:45 a.m.	Walk Begins
11:00 a.m.	Lunch is served
11:00 a.m.	Celebration
1 p.m.	Walk concludes

PRE-EVENT SETUP TO START ON: FRIDAY, APRIL 21ST FROM: 1PM TILL 7PM

Bring event to the 98% mark by 7pm

Friday Vendors to Report to Logists Chair

VENDOR	Item	ARRIVING	DEPARTING	ASSIGNMENT
	Police	9 am	Sat. at 3 pm	Lane Closer on Old Water
	Staff	10 am	Sat. at 3 pm	Park Setup by City
	Tents & Tables	9:30 am	Sat. at 7 pm	Tents Setup
	Stage	11 am	Sat. at 3 pm	SL-100 Stage Setup
	Portlets	2 pm	Sat. at 3 pm	Restrooms
	Video Board	2 pm	Sat. at 2 pm	Video Board for Logos
	Golf Carts	10 am	Sat. at 2 pm	Transporting Items
	Sound / MC	2 pm	Sat. at 2 pm	Sound
	Cold Truck	12 pm	Sat. at 2 pm	Hold Event Drinks
	(2) Bubble Machines	7 am (Sat.)	Sat. at 12 pm	Bubbles for Walk
	Private Security	5 pm	Sat. at 6 am	Overnight Security
	Bounce Houses	5 pm	Sat. at 1 pm	Kid Zone Area

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SET-UP BELOW BASED ON 2,000+ PERSON EVENT

Banquet Tables				Chairs				Linens for Tables			
1	Schools	1 each	10	1	Schools	5 each	50	1	Schools	1 each	10
2	Stage		4	2	Stage		4	2	Stage		2
3	VIP		12	3	VIP		44	3	VIP = Black	<i>Black</i>	10
4	Registration		12	4	Registration		14	4	Registration		12
5	Mission Tent		2	5	Mission		2	5	Mission		2
6	Water Tent (Main)		2	6	Water Tent		2	6	Water Tent (Main)		1
7	Water Tent (Kid Zone)		2	7	Water Tent (Kid Zone)		2	7	Water Tent (Kid Zone)		1
8	Food / Vendor Tents	1 each	9	8	Food / Vendor Tents	2 each	20	8	Food / Vendor Tents		.
9	Kid Zone: for Vendors		4	9	Kid Zone: for Vendors	Staff	8	9	Kid Zone: for Vendors		2
10	Kid Zone Seating Area		10	10	Kid Zone Seating Area	Guest	60	10	Kid Zone Seat Area		10
11	Water Station #1		1	11	Water Station #1		0	11	General Seating		14
12	Water Station #2		1	12	Water Station #2		0	12	Water Station #1		1
13	General Seating Tents	2 each	14	13	General Seating		125	13	Water Station #2		1
			83				331				66

Post	Volunteers Needed	Start Time	End Time
Parking Garage Entrance	6	6:45 am	9 am
Cross Walk Entrance	6	6:45 am	9 am
Directing Guest to Registration	4	7 am	9 am
Stage	2	7 am	12 pm
School Tents	2	7 am	11 am
Start-Line	2	8 am	9:45 am
Water Station #1	8	8 am	11 am
Water Station #2	8	8 am	11 am
Water Golf Cart Team	4	7:30 am	11 am
VIP Tent	6	7 am	1 pm
Registration Tent	25	6:30 am	12 pm
Bounce House / Kid Zone	8	7 am	1 pm
Water Tent	6	7 am	1 pm
Donation Tent	2	8 am	1pm



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Balloons on Tents	10	6 am	7 am
Walk Course Sign Holders	10	9 am	11 am
Clean Up / Trash Team	14	9 am	1 pm

DUTIES AND ASSIGNMENTS:

Parking: 6:45am – 9am

This role is to welcome guests. Please be VERY upbeat, cheering, excited & welcoming everyone.

Cross Walk Entrance: 6:45am – 9am

This role is to welcome guests that are entering the venue. Show guests where the registration tent is and advise them that they MUST check-in for the event.

Directing Guests to Registration Tent: 7am – 9am

Volunteers show our guests where the registration tent is and advise them that they MUST check-in for the event. Guests that are already registered, go to the front side of the tent. Guest that are not registered, go to the left side of the tent. Volunteers will check-in on the right-side of the tent. Please also keep the area clear and once someone is checked in, please have them move into the event by the stage or kid zone. Guests cannot hang out in front of the Registration Tent.

Stage: 7am – 12pm

Provide security on each side of the stage stairs. Only allow Best Buddies Walk Staff, Event Staff & Key Guests onto the stage. Please pickup any trash that you may see and throw it away.

School Tents: 7am – 12pm

Help keep this area clean and assist any of the schools or sponsors on setting up their area. Also assist in cleanup after the event is done. All Balloons need to be removed from the tent poles. Please pickup any trash that you may see and throw it away. Black trash bags will be located at the Registration tent.

Start-Line: 8am – 9:45am

Keep an eye on the Balloon Column's & arch. Make sure they are not blowing around too much & looking great at all times. Please pickup any trash that you may see and throw it away.

Water Station #1 & #2: 8am – 10:45am

Volunteers bring one table & one linen, to both water stations. Water stations need to be fully setup by 8:30am. Start bringing water to the stations at 8:45am. Please be aware of the walk route map on how to setup. Please pickup any trash that you may see and throw it away.

Water Golf Cart Team: 8am – 11am

Volunteers transport water to the Main Water Tent first, in the park. Then to each Water Station on the walk route. This all needs to be done no later than 9:15am for the water stations and by 8:30am for the main water tent in the park.

VIP Tent:

Volunteers to handle the setup and tear down of the VIP Tent. Please pickup any trash that you may see and throw it away. Once the event is over. Please break everything down.



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Registration Tent: 7am – 1pm

Volunteers to check all guests in. The Front side of the tent is for walkers already signed up for the event. The Right-side of the tent is for Volunteers to check-in and where the Volunteer Commander will be posted. The left side of the tent is for walk ups, people not registered.

Bounce House / Kid Zone: 8am – 1pm

Volunteers assist guests entering and exiting the Bounce Houses. Please help support keeping the area clean and free of any trash. Black trash bags will be located at the Registration tent. Once the event is over please break everything down.

Water Tent(s): 7:30am – 1pm

Volunteers to hand out water to ALL guests. At 8:15am, there should be at least 10 cases of water in the tent. Please pickup any trash that you may see and throw it away. Black trash bags will be located at the Registration tent.

Walk Course Sign Holders: 9:15am – 10:30am

Volunteers will be posted in many different areas along the walk route holding signs and directing the walkers along the route. Course sign holders need to be upbeat and cheering on our walkers as they pass by. Before you head out onto the walk route, bring trash bags with you. Bags will be located at the Registration Tent. Pickup any trash that you may see on the Riverwalk and throw it away.

Clean-Up / Trash Team: 8am – 1pm

Volunteers to go throughout the park and along the walk route picking up any trash that may be on the ground. Black trash bags will be located at the Registration tent.

FAQs

What is Best Buddies?

Best Buddies International is the world's largest organization devoted solely to providing opportunities for friendship, jobs and leadership for people with intellectual and developmental disabilities (IDD).

What should I do if there is an emergency?

If there is an emergency, immediately call 911. After you've called 911, send another volunteer to find ANY Best Buddies staff with a Radio. Police & EMS will be on-site from 8am-1pm. During any emergency, you should always remain calm. If possible, try to direct people away from the emergency so the Emergency Medical Team will have space to evaluate the situation.

Will there be food for the walkers and volunteers?

Yes; there will be food and water available for registered walkers and our volunteers. A light, healthy breakfast will be available to all in attendance when they arrive, followed by lunch after the walk. Additionally, water will be available at the two water tent(s) and also at the two water stations on the walk course.

What if someone is not registered that shows up and wants to walk?

The Friendship Walk is open to all ages and abilities. Please direct them to the Registration tent to sign up.

Who can go into the VIP Tent?

The VIP area is strictly reserved for our most important guests. Only guests wearing a wristband (or on a VIP list) are allowed into the VIP tent. Volunteers do not have access to the VIP Tent.