



RedPodium

Volunteer Guide

Reccomended Roles and Responsibilities for
Volunteers For Your Event.

This guide covers large and small tasks for volunteers and includes the most commonly forgotten responsibilities. This guide will keep you from missing key areas of your event, causing unnecessary stress the day of your event.

PRE-EVENT VOLUNTEERS

Secure volunteers to help with preparation of your upcoming event

Social Media Promoter

Manages your social media outlets. Curate and schedule posts to entice people to register. Generate and schedule ads as well.

Packet Preparation

Help to organize and stuff your goodie bags in preparation for packet pickup.

Packet Pickup Setup/Teardown

Setup tables, chairs, signage, organize packets, lines, etc.

Packet Pickup Registration

Assist people with on-site registration and packet pickup.

Packet Pickup Stations

Depending on the number of stations you have, have someone at each one, i.e. check in, tshirts, bibs, shwag, merchandise, etc.

Packet Pickup Solutions Desk

This is a person or persons who can field questions about the start line, finish line, parking, hotels, fun activities in the area, refunds, transfers etc.

DAY OF EVENT VOLUNTEERS

Secure volunteers to help delight your participants and execute on event day

GENERAL

Parking Directors

People taking payment for parking (if you charge) and who are directing traffic to assure your parking is efficient and smooth.

Social Media Promoter

Posting photos, videos and responding to comments on event day. They help the world know about all of the fun that is taking place so they don't want to miss out next year.

Rover

A point person for any other volunteer who might need help.

START LINE

Setup/Teardown:

Depending on the length of your event, you may need two separate shifts for this. They would help set up signage, tables, chairs, cones, etc and also help teardown once all participants have started the event.

Packet Pickup / Registration Station

Organizing and distributing packets to participants who pick them up on the morning of the event and also help people who are in need of registering on-site.

Announcer:

Must know how to captivate the attention of a crowd. They will keep people informed of the happenings of the day, as well.

DAY OF EVENT VOLUNTEERS

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START LINE (CONTINUED)

- DJ**
If you aren't just using a Spotify playlist, you may want to have someone who is making sure the music is matching the tone of the event and keeping people excited.

- Bag Check**
Safely collect participants' items they wish to check and collect at the finish line.

- Photographer**
Capture shots of participants, the memorable moments of the day such as the start, finish, awarding the winners, as well as shwag, exhibitor booths, etc.

- Starter**
Perform the countdown and start of the event.

- Pacers**
Run at a designated pace, while holding a pace sign so participants so participants can pace off of you.

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COURSE

Setup

Travel the course setting up signage, course markings and removing obstructions.

Course Marshals

Manage the course and point participants in the right direction while the event is taking place.

Aid Stations

Replenish and hand out hydration cups and/or fueling snacks to participants as they pass all while cheering them on.

Sag Wagon

Drive the vehicle behind the pack to pick up any participants who are not going to finish in time or at all. Possibly pickup road closures and cones as well.

Clean Up Crew

Travel the course to pick up trash from the aid stations and along course as well as any remaining cones.

FINISH LINE

Announcer

Likely the same announcer as the start line. Will announce participants as they cross the finish, keep finishers and spectators informed of timeline of happenings, make mention of sponsors and donors.

DAY OF EVENT VOLUNTEERS

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FINISH LINE (CONTINUED)

- Finish Line Setup**
Setup tables, chairs, finishers awards, hydration and refueling stations, etc.
- Awards**
Help handout awards and/or place medals on finishers.
- Food / Refreshments**
Replenish and handout refueling food and refreshments while congratulating the finishers.
- Medical Station**
Welcome in and treat any participants in need of medical attention.
- Massage**
Provide massages to finishers who desire one.
- Expo / Vendors**
Help setup/teardown vendor area and coordinate with vendors to assure they have all they need for a successful experience.
- Bag Check**
Help organize and securely handout bags to participants who checked them.