

**ING 2008 Edmonton Marathon River Valley Family Festival
August 14-17 2008**

Rev 04 12Aug 2008

EVENTS SCHEDULE

Thursday, 14 August	Friday, 15 August
4:00pm-8:00pm Expo and Package Pick-Up	10:00am-9:00pm Expo and Package Pick-Up
Saturday, 16 August	Sunday, 17 August
9:00am Kids Zone Opens – Churchill Square 9:00am Running Room Friendship Run 9:15am 10k Walk 9:30am Kids Marathon Mile 10:00am-6:00pm Expo and Package Pick-up 10:00am 10k Run 10:15am 5k Fun Run/Walk 10:30am-12:30pm Post Race 11:15am – Awards for 5k and 10k	6:00am ING Marathon Walk 7:00-9:30am ING VIP Breakfast 7:00am ING Marathon Run 7:00am-2:00pm Expo 8:00am ING Direct Kids Zone 8:00am Energy Capital Alberta Open 21.1 Run 8:15am Energy Capital 21.1 Walk 9:30am-1:30pm Champions Brunch – City Hall 11:10am 21.1 Awards 12:15pm 42.2 Awards

Crew: Ron, Vic, Rob, Logan, Tom S, Glen, Ken

Sunday Drivers: Vic, Rob, Tom S

OPERATIONS SCHEDULE

WEDNESDAY 13 AUGUST			
Time	Activity	Resp	Comment
9 AM	P/U Cube #1 1 TON WITH POWER TG <i>Get Lock for Cube Van</i> <i>Pick-up Plywood Sheet x 1</i>	Ron	Penske 15706-116 Ave P 451-2686 Ray Saruk
9 AM	P/U 3/4T CC w/hitch (C507901454)	Tom	Budget 11106 151 St 448-2008 Rod Stevens
AM	SER Begins Hex Tent Construction for Expo; complete by end of day	Tom	Gurgit, SER
10 AM	Meet on site Gurgit/SER	Tom	CS
1030 Am	Meet on site Shane/Fast Fence	Tom	S/F Area
11 AM	City Power Churchill Square – Expo and S/F	Tom	Terry, CoE
130 PM	Meet with Contractor-Road Repair	Tom	Foote Field
2 PM	Power Cords; Flags; Spare Flag Poles	Tom/Ron	HF Whse- Joe Messmer
3 PM	RRoom Whse P/U #1: T-shirts; Water Bottles; Medals; Advil Booth; Gatorade; New Signs; Pallet Jack; Package Stuff, Etc	Tom/Ron	Priority Expo & Package P/U

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THURSDAY 14 AUGUST			
Time	Activity	Resp	Comment
AM	Expo Setup: Tables w/covers, Chairs, Signs/Wire, Dividers; Assist Exhibitors' booth setup	Maureen + _____	Churchill Square
9 AM	Expo Tent: Unload Cube/RRoom P/U #1; Exhibitor Elec cords; ING Booth plywood	Ron + Vic	Churchill Square
AM	Get Ground Sign List from Charlene for Tom S	Tom	Tom S Sign Plan
130 PM	Meet Greg Cooper C# 780-288-6749	Tom	Churchill Sq
2 PM	Audio Setup; Churchill Square/Expo	Tom	Mike/FM Systems
3 PM	Final Checks-Expo	Tom	
PM	P/U Radios & charge batteries	Tom	Westcan 12540-129 St, Bill 451-2355
PM	Confirm Sunspun - Food delivery	Maureen	
6 PM	Load trailer – Gantry & Patio stones	Ron + Vic; Bob	Hawrelak Park

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FRIDAY 15 AUGUST			
Time	Activity	Resp	Comment
AM	Check Expo; Music; Announcer	Tom	
8 AM	Deliver Scissor Lift & Generator	Ron	CAT Rental
8 AM	Gantry assemble	Ron + Vic	
830 AM	RRoom Sentinel Storage 9944-33 Ave Code 439-3099 Bay#7 Get RRoom Tents x 4 From Arthur	Rob + Logan Cube Van	Meet Arthur C# 780-916-3689 Sentinel Storage
10 AM	Gantry Lift	Ron + Vic	
12 PM	Bleacher setup	Tom/William	
1 PM	Fast Fence	Tom/Shane	After Bleachers
1 PM	Audio Setup S/F Area	Tom	Ryan Telfer/FM 780-231-0529
1 PM	RRoom Whse P/U #2: Balance of stuff; Or S/F Tents & Weights; T&C	Rob + Logan Cube Van	RR Whse if nec
1 PM	Deliver Inflatables; Set-up with Weights	Tom	Astro Jump; SER Weights
PM	Power and AV in City Hall; Sat Award set-up	Gabriella/Sheri	Terry/City Hall
PM	Deliver Tables & Chairs	Tom	
3 PM	S/F Signs	Vic	Need List from Charlene
1-4 PM	Deliver Jugs Water – Amazon	Tom	Amazon Kathy 460-0433 x26
1-3 PM	Deliver Epcor water (3,750 bottles 500 ml)	Tom	City Hall
4 PM	Gantry Signs	Glen/Ken	
PM	Deliver Cones	Tom	ATS
PM	Deliver Sunspun fruit; Cut-up	Maureen	City Hall
PM	P/U Cargo Van #1, #2, #3 <i>Get Locks for all Cube Vans</i>	Tasha & Zone Cpts	Penske 15706-116 Ave 451-2686
PM	P/U MiniVan (507901453)	Tasha & Zone Cpts	Budget 11106 151 St 448-2008 Rod Stevens
PM	Load Cargo Vans	Tasha	
PM	Hang Clocks-Gantry with small signs	Ron + Vic	Tasha to Deliver
PM	Setup s/F Tents: Music/Cmd – JOE FM; Time/Ann – RROOM; Medical – RROOM; HAM Radio – RROOM Tent; Refreshment Tent – CHED	Tom S	
PM	Set-up S/F Tent Tables and Chairs	Tom S	Start/Finish Area
PM	Sign Out Radios	Ron/Tasha	Get List
PM	Timer setup	Tom/Lorraine	Start/Finish Area
8 PM	Security	City of Edmonton	

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SATURDAY 16 AUGUST			
Time	Activity	Resp	Comment
630 AM	Super Save portable toilets	Tasha	Site & Course Maps
7 AM	Course Set-up	Tasha	
7 AM	Flags	Tom S	S/F Area
7 AM	Stage and Sound Check	Katherine	Churchill Square
7 AM	Coffee Vendor setup	Maureen	Churchill Square
7 AM	Check Clocks	Barry	S/F Area
7 AM	Registration/Bag Check	Liz/Charlene	Expo Tent
8 AM	Finish Area: Medals; Water	Barry	S/F Area
8 AM	Announce & Music Begins	Tom	EXPO Tent
8 AM	Announce & Music Begins	Katherine	Churchill Square
8 AM	Inflate Inflatables; Check Weights	Ron	
9 AM	Move Fruit/Food to Finish Area	Maureen/Barry	
11:15 AM	Awards: 5K & 10k to S/F Area Stage	Gabriella/Sheri	Coord John, Jr
PM	Set-up Mist Tents – CISN & iNEWS Tents	Ron	
PM	Wrap Flags	Tom S	
PM	Secure Site: Sound System;	Tom	Churchill Square
RACE/ZONE CAPTAINS			
	Water Stations Supplies; Mix Gatorade	Tasha	
	Cube Van vehicle loading	Tasha	

City Hall Brunch/Awards Set

AM/PM	Set-up Tables & Chairs	Gabriella/SER	City Hall
	Organize Awards	Gabriella/Sheri	City Hall
	Decorate: Balloons – coordinate w/City Hall	Gabriella/Sheri	City Hall
5 PM	Massage tables	Gabriella	Heritage Room

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SUNDAY 17 AUGUST			
Time	Activity	Resp	Comment
5 AM	Flags finish area	Tom S	Churchill Square
5 AM	Start/Finish Check, include Power	Ron	Churchill Square
5 AM	Start/Finish Sound check	Katherine	Churchill Square
5:15 AM	Announce & Music Begins	Katherine	Churchill Square
5 AM	Coffee p/u for volunteers	Tasha/Zone Capt	Churchill Square
5 AM	Race Crew Drivers-Zone Capt	Vic, Rob, Tom S	For Zone Cpts
5 AM	Bag check-in	Charlene	Expo Tent
5 AM	Registration	Liz	Expo Tent
5 AM	Super Save portable toilets	Tasha	Site & Course Maps
5:45 AM	Scissor lift for photo	Ron	Churchill Square
5:55 AM	National Anthem	Katherine	Churchill Square
7 AM	VIP/ING Breakfast Setup	Gabriella	Churchill Square
8 AM	Inland AV set-up 55" Plasma TV & Laptop	Gabriella	City Hall
8 AM	Inflate inflatables	Ron	Churchill Square
8 AM	Finish area setup	Barry	Churchill Square
9 AM	Move Fruit/Food to Finish Area	Maureen/Barry	
9:30 AM	Set up Massage	Gabriella	Heritage Rm, CH
9:30 AM	Brunch	Gabriella	City Room, CH
Aft	Award MEDALS	Gabriella/Sheri	City Room, CH
11:15 AM	21.1 Awards	Gabriella/Sheri	City Room, CH
12:15 PM	42.2 Awards	Gabriella/Sheri	City Room, CH
1 PM	Portable toilet collection from WS9 to WS1 starts		
2 PM	Begin take-down	Tom	

MONDAY 18 AUGUST			
Time	Activity	Resp	Comment
AM	Rtns: Radios; Veh's, Signs, WS Supplies	Tom	
	Bottles/jug returns	Tom	
	Return HF Equipment	Tom	

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Equipment List

Friday, 15 August	Saturday, 16 August	Sunday, 17 August
<ul style="list-style-type: none"> - Gantry w/weights & bolts - Signs: gantry & finish - Cones - HF: Elec Cords; Canada Flags x 30 - Supplies & Eqpt – Sentinel Storage - Zip Ties; Cutters - RR Room Safety tape - Radios - Delivered Water Jugs from Amazon - Deliver bottled water Epcor - Inflatables 	<ul style="list-style-type: none"> - Canada Flags - Zip ties, duct tape - RR Safety tape - Air Horn - HF Elect Cords - Gantry w/weights & bolts - Signs: gantry & finish - Start/Finish Tents – HF & RR - Canada Flags - Zip ties, Carpet/duct tape, RR Safety tape - Electrical extension cords - Water Hoses/Mist Hoses - Spare 8' tables 	<ul style="list-style-type: none"> Water Hoses/Mist Tent

RON'S LIST:

Gantry: Patio blocks; Support boards; Leveling boards; Nuts & Bolts

Electrical: Power cords; Cord protectors; Elec. tape

Water (For Misting tents): Hoses; Hose protectors; Spare hose connectors; Spare washers; Hose clamps

City Garbage cans: Garbage bags

City Recycle Bins: Recycle bags

Timing clocks: Power cords; Suspension straps

Other items: Tent weights; Cable ties, Duct tape; Sledge hammer; Scissor lift; Ladders; Candle cones;
Padlocks cube vans , Flags

PLYWOOD FOR POPCORN IN EXPO /ING (1# of 4x8's 1/2" - MAUREEN)

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Miscellaneous

Item	Resp	Comment
Locks for Vans	Ron/Tasha	
Water & Hose – mist tent/SCC, Qty x 2	Ron	
Awards Medals – Sat & Sun	Gabriella/Sheri	
Decorate City Hall	Gabriella/Sheri	
Coffee Vendor – Sat & Sun	Maureen	Tim's & l'Espresso
Site Crew T-Shirts	Charlene/Tom	
Finish Sign plan	Charlene/Tom	
Gantry sign plan	Charlene/Tom	
RR Canopy tents Finish Area – Qty x 4	Tom/Arthur	
Massage – List & Cheque	Charlene	
Bag check numbers	Charlene	
Music Review (O Canada – both Sat & Sun)	Katherine	
Awards Presenters & Cheques	Charlene/Katherine	
Elite Medals	Gabriella	
FM Audio	Katherine/Tom	
Starters: Saturday; Sunday	Katherine	
Confirm City electrical	Tom	Terry
Portable toilet site/course plan	Tasha	
RR Safety tape & table banner	Tasha	
Water, Gatorade, Gel & WS/RR Canopies	Tasha	RR Whse
Sentinel Storage	Tom	
Cheques Elites Travel	Gabriella/Charlene	
Elite Accommodation Booking	Gabriella/Charlene	

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CONTACT LIST:

Name	Company	Cell/Phone
Tom Keogh	21one - Site	780-504-0005
Ron van den Heuvel	21one - Site	780-910-8233
Tom Stewart	21one - Site	780-722-6466
Maureen	21one - Expo	780-819-3419
Gabriella	21one – Brunch & Awards	780-819-7877
Katherine	21one – Announcer; Music	780-318-2000
Sheri	21one - Awards	780-945-3753
Tasha	21one - Race	780-318-1888
Charlene	RR	780-914-3099
Liz	RR - Registration	780-720-5549
John JR	RR	780-991-7012
Michele Finn	City	780-916-3624
Warren Hamilton	City Traffic	780-446-8794
Peter	Athletics Alberta	780-952-3435
William	Grandstands Canada	866-429-0144
Michael	FM Audio	780-231-0532
Gurgit	Special Event Rentals	780-777-5511
Shane	Fast Fence	780-660-5009
Kaylani	Astro Jump	780-485-8734
Portable Toilets	Super Save	
Medical	Greg Clarkes/Don Botterill	Don 780-267-9111
Massage	Karyn Morrison	780-902-2753
Police		

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Charlene's pick-up list

<i>Product</i>	<i>Arrived</i>	<i>Picked up</i>	<i>Estimated Qty.</i>	<i>Event</i>
ING bags	Tue 08-Jan-08	Sun 08-Jun-08	4000	VON
ING Water	Thu 08-May-08	Mon 09-Jun-08	3500	VON
ING Bandaid	Fri 09-May-08	Mon 09-Jun-08	3500	VON
Powerbar	Tue 08-Jan-08	13/9/2008	30 cases	ING
Advil 1st	Tue 08-Jan-08	Mon 09-Jun-08	3500	VON
Cotton Shirts	Fri 08-Aug-08	Sat 08-Nov-08	30	GLB
Participant Shirts	Fri 08-Aug-08		3190	ING
Volunteer Shirts	17/7/2008	Mon 09-Jun-08	340	VON
CND Army forms	Thu 08-May-08	Mon 09-Jun-08	3100	VON
ING 2009 Postcard	Thu 08-May-08	Mon 09-Jun-08	3100	VON
Gatorade	TBA	13/9/2008		ING
Race Bibs	Thu 08-May-08	Thu 08-May-08	3280	ING
Ribbons (KMM)	Fri 08-Aug-08	13/9/2008	200	ING
Medals	Tue 09-Dec-08	13/9/2008	2900	ING
Plaques	Tue 09-Dec-08	13/9/2008	14	ING
Signs	Fri 09-May-08		130	ING

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RADIO DISTRIBUTION

#	FRIDAY	SATURDAY	SUNDAY
1	TOM K	TOM K	TOM K
2	RON	RON	RON
3	TOM S	TOM S	TOM S
4	GABRIELLA	GABRIELLA	GABRIELLA
5	KATHERINE	KATHERINE	KATHERINE
6	MAUREEN	MAUREEN	MAUREEN
7	CHARLENE	CHARLENE	CHARLENE
8	TASHA	TASHA	TASHA
9		ZONE 1	ZONE 1
10		ZONE 2	ZONE 2
11		ZONE 3	ZONE 3
12		ZONE 4	ZONE 4
13		CITY	CITY
14		MED 1	MED 1
15		MED 2	MED 2
16		MED 3	MED 3
17		MED 4	MED 4
18			SWEEP
19			MOTORCYCLE 4.2 LEAD
20			MOTORCYCLE 21.1 LEAD