

## MAYOR'S CUP @ TUFTS BOATHOUSE FOMR SUPPORT

This is an all-day event at the Tufts Boat House, River's Edge site near Wellington.

### TRAFFIC & PARKING:

Volunteers direct the flow of traffic in main & overflow parking lots; up to 12 volunteers total (3 people per 2-hr shift: 6:30-8:30am/8:30-10:30am/10:30am-12:30pm/12:30-2:30pm).

### TRAILER AREA:

This person is in the trailer area and calls boats down to races as the races are announced; up to 5 volunteers total (1 person per 2-hr shift: 7-9 am/9-11am/11am-1pm/1-3pm/3-5pm)

### RESULTS BOARD & FINISH LINE:

These people are on all day. They man the finish line, record results, and post them for public viewing on the results board; minimum of 6 volunteers needed (finish line is a team of 2 and results up front is a team of 2 or 3).

### DOCK MANAGERS:

These are all day jobs. Volunteers manage the dock traffic and the boats going on and off the dock (4 volunteer ramp managers total ; 2 per 2-3 hour shifts).

### FOOD TENT:

Similar to any all-day regatta with early a.m. set up of tables, tents, grills, and then cooking/serving breakfast and lunch.

### TSHIRT TENT:

Souvenir Mayor's Cup T-shirts are available for sail to all participating teams; up to 6 volunteers total (2 people per 3-hr shift).

### SUPPLIES CHECKLIST:

- orange reflective vests for volunteers in parking areas
- flag for finish line
- clipboards
- forms for recording results
- results board
- megaphones
- walkie talkies
- stapler(s)
- markers/pens
- signs that mark the route into and within the parking area
- trophies

### PRESS:

Prior to after regatta: publicize on MHS Crew website/social media and/or send press release to *Medford Transcript* and *Inside Medford*. After regatta, send press release/photos to the *Medford Transcript* and *Inside Medford*.