



Rider Prize Tent Instructions

Key volunteer roles: 3 – 4 volunteers

Rider Prize Tent Attendants task – Distribute Rider prizes and swag according to list.

Rider Prize Tent Crew – (all) set up and be ready to receive Riders by 1:30pm.

Upon arrival, check in with Finish Line Captain and assist in unloading trucks.

- 10 x 10 tent will be assembled by the tent team
- Set up three 8' tables (Team will get tables from Swope)
 - Unload box of supplies (e.g. zip ties, tape, pens, scissors)
 - Display Rider signage on poles (to be zip tied to front legs of tent)
 - Organize & display Rider Swag & Prizes
 - Receive **T-shirt Check list, Prize Offering list, Prize Eligibility list** from Finish Line Captain or Event Manager (3-4 sets of each available so volunteers can multitask.)
 - Receive event t-shirts, pre-organized in boxes by size. Unisex XS-2XL only. Set up boxes so these are easy to grab and hand out quickly. All riders get an event t-shirt.
 - Receive prizes for \$1,000, \$2,500, and \$5,000 level and set up for easy distribution.
 - Check off on Prize Eligibility list when someone picks up a prize.

Post Ride – Reverse Order packing up supplies and load into truck

Thank you for volunteering at the Buzzards Bay Watershed Ride!