



SAMPLE - Event Day Schedule

6:15 am	Pick-up rental truck at Arthritis Foundation
6:30 am	Set-up begins and event staff & committee members arrive Pick-up coffee, hot tea, bagels for VIP area
7:00 am	Event Day Volunteers arrive Volunteers report to their assigned duties (trained in advance, or on-site, if necessary) Complete final preparation for all sponsor booths, tents, registration, race packets, etc.
8:00 am	Registration begins Emcee/Deejay begins & makes announcements
9:30 am	Costume Contest
9:45 am	Snowman Scramble/Santa Chase (Kids Fun Run – 1 Mile)
10:15 am	5k Run starts
10:20 am	Walk starts
10:30am	Begin cleanup of registration area
11:15 am	Award Ceremony: <ul style="list-style-type: none"> • Largest Team • Repeat of Costume Contest Winners • 5k Run/Walk winners- 5 top female and male Begin cleanup of entire event area; begin loading U-Haul with remaining items
11:45 am	Event Ends