

Committee Overview, Roles, and Responsibilities

Committee Roles: The Logistics Chair and subcommittee work with the Arthritis Foundation staff to develop and execute specific logistic elements associated with event coordination. They handle all event details and serve as the event-day managers. The event details include route layout, accessibility and safety, event-site equipment, volunteers, permits, refreshments, and start/finish line. Committee members can be police/security officers, scouts, or individuals with an interest in logistical elements of the event.

Logistics Subcommittee: This committee is comprised of a variety of specialized areas to assist the Logistics Chair and to ensure that everything runs smoothly on the day of the Walk to Cure Arthritis. Following are the recommended subcommittee leader positions:

- **Volunteer Recruitment Leader** - Recruits, trains, and manages event-day volunteers.
- **Route Leader** - Works with Arthritis Foundation staff to determine route and works with local city and police to secure any necessary approvals and permits.
- **Event Site Leader** - Responsible for event-site set up and cleanup. Also responsible for entertainment audio/visual and equipment needs, and securing food and drink for the event.

Finding Committee Members: A good Logistics Subcommittee will help your event run smoothly and provide a positive experience for all attendees. Excellent sources for recruiting committee members include:

- Police or fire departments
- Department of Sanitation
- Utility companies
- Cell phone or other communication specialists
- Security officers
- Medical personnel
- Military including the National Guard or Reserves
- Civic organizations such as Jaycees, Junior League, Kiwanis or Scouts
- Colleagues, family members or friends not already participating on a team

Best Practices:

- To qualify as an official Walk to Cure Arthritis, the route must be 5K (3.1 miles) with a 1-mile option. This allows full accessibility for all participants.
- Use an established, well-known location for the event such as public parks, stadiums, amusement parks, malls, nature trails, zoos, etc.
- Use visible directional signage at the registration area and along the route.
- Appoint trained volunteers to lead participants along the route and help navigate traffic areas.
- Arrange for the prominent placement of Walk to Cure Arthritis banners and signage.
- Use audio/visual (A/V) equipment when conducting pre and post-event announcements, warm-ups, etc.
- Water stops should be placed along the event route with a minimum of one stop per 5K distance. Three water stops are recommended.
- Volunteers should be clearly identified. Be sure to recruit an adequate number of volunteers to manage the number of participants at your event.
- Make sure all volunteers are appropriately trained to manage their responsibilities.
- Have a list of cell phone numbers for key staff, volunteers, and committee members to facilitate easy communication on event-day.

Logistics Subcommittee - Event Site Leader

Objective: Responsible for set up, management, and breakdown of all elements of the event site. Arrange for timely delivery and pick up of necessary items and permits

Length of Involvement: 9-12 months

Time Commitment: 2-4 hours per month

Responsibilities:

- Be knowledgeable about the Arthritis Foundation's mission, programs and events
- Attend Logistics Subcommittee meetings
- Recruit three to five people to form an Event Site Subcommittee
- Conduct Event Site Subcommittee meetings, assign responsibilities, and conduct follow up meetings or communication as necessary.
- Together with Event Site Subcommittee members, make arrangements for the following event site logistics:
 - Secure any necessary food or event permits prior to Walk to Cure Arthritis
 - Work the Arthritis Foundation staff to secure and set up stage/sound equipment
 - Work with staff and committee to secure entertainers that are willing to donate their time (i.e. DJ, magicians, clowns, musical performers, marching bands, cheerleaders, etc.)
 - Secure warm-up leaders (i.e. aerobic instructors), photographers, and an emcee
 - Determine and mark sites for event day vendors, if applicable
 - Obtain and set up tents, tables, chairs and signage for registration area, volunteer check-in, Hero/Team Tailgate/VIP area, refreshment area, and first aid station
 - Determine and obtain food and beverage needs based on number of registered participants
 - Develop a plan for any leftover food/beverage (i.e. food bank, shelter, etc.)
 - Determine and secure waste management needs (trashcans, liners, dumpsters, etc.)
 - Arrange for timely delivery and pick up of all rented/donated items
 - Start/Finish area set up
 - Assess parking needs and secure permission to use parking facilities
 - Secure vehicles to transport supplies to and from event site
- Work with staff to prepare and update site map for distribution to Logistics Subcommittee, Team Captains, volunteers, etc.
- Determine volunteer needs and follow up with Volunteer Recruitment Leader
- Attend the Walk to Cure Arthritis and coordinate event site logistics
- Work with staff to ensure all in-kind donors receive thank you letters after the event
- Participate in a post-event evaluation meeting

Logistics Subcommittee - Route Leader

Objective: Plans and coordinates all aspects of identifying, marking, and managing the 5K (3.1 mile) and one-mile courses. Determines security needs to ensure safety of all participants.

Length of Involvement: 6-8 months

Time Commitment: 2-4 hours per month

Responsibilities:

- Be knowledgeable about the Arthritis Foundation's mission, programs and events
- Attend Logistics Subcommittee meetings
- Recruit three to five people to form a Route Subcommittee
- Conduct Route Subcommittee meetings, assign responsibilities, and conduct follow up meetings or communication as necessary.
- Together with subcommittee members, make arrangements for the following route logistics:
 - Measure and map Walk to Cure Arthritis route
 - Establish location(s) for water stops
 - Determine security needs for high traffic areas and street intersections
 - Determine medical needs and serve as medical team liaison during the event
 - Manage start/finish area on event day, including crowd control with necessary barricades, etc.
 - Obtain and set up tables and chairs/tents needed for water stations
 - Obtain and place portable toilets along course, if needed
 - Arrange for and visibly place mile markers, water station signs, arthritis fact signs, and other signage needed along the route
 - Arrange and coordinate transport of volunteers and entertainment to and from route
 - Ensure that route is restored – all stations/trash removed - after event
- Determine route volunteer needs and work with Volunteer Recruitment Leader
- Attend the Walk to Cure Arthritis and coordinate route logistics
- Work with staff to ensure all in-kind donors receive thank you letters after the event
- Participate in a post-event evaluation meeting

Logistics Subcommittee - Volunteer Recruitment Leader

Objective: Identifies volunteer needs for the day of the Walk to Cure Arthritis and, with help from other members, recruits the necessary number of volunteers. Staffs volunteer check-in table and conducts trainings for duties that are assigned.

Length of Involvement: 9-12 months

Time Commitment: 2-4 hours per month

Responsibilities:

- Be knowledgeable about the Arthritis Foundation's mission, programs and events
- Attend Logistics Subcommittee meetings
- Recruit three to five people to form a Volunteer Recruitment Subcommittee
- Conduct Volunteer Recruitment Subcommittee meetings, assign responsibilities, and conduct follow up meetings or communication as necessary.
- Together with Volunteer Recruitment Subcommittee members, make arrangements for handling volunteer needs. Key areas include:
 - Parking
 - Set up
 - Registration
 - Greeters
 - Course Monitors
 - Refreshments
 - Water Stations
 - Cheerleaders/entertainment
 - Clean up
- Identify and recruit volunteers through sources such as volunteer centers, service organizations, schools, and civic organizations
- Determine volunteer needs based on requests from other logistics subcommittees
- Match volunteers to specific responsibilities, provide names and contact information to Logistic Subcommittee leaders
- Send confirmation email/communication informing volunteers of their arrival time, directions to the site, parking arrangements, responsibilities, etc.
- Recruit a volunteer medical team to be at the event
- Arrange transportation to deploy volunteers to and from route assignments. This vehicle can also serve as a "Shortcut" car and/or deliver more supplies if needed
- Establish a volunteer check-in area at the event to train and direct volunteers to their positions
- Work with staff to ensure all volunteers receive thank you letters after the event
- Attend the Walk to Cure Arthritis
- Participate in a post-event evaluation meeting