

Rotary Run for Mikinduri

Rotary Run
for Mikinduri

sponsored by



Registration Team

Members:

- Greg Arsenault: *Captain*
- Jo-Anne White: *Cashier*
- Angus MacIsaac: *Cashier*
- Joan MacFarlane: *Bibs*
- Corena Hughes: *Goody Bags*

Responsibilities:

- Setup Registration in Metro lobby
- Register runners, through a set of stations
 - Station 1: Unmanned, containing blank registration forms and pens, along with draw prize entry slip
 - Station 2: Cashiers, 2 people will collect money and note payment on registration form – fees collected will include the race fee (\$10 for the 5K and \$15 for the 15K) and an extra \$1 if the runner is NOT already a PEI RoadRunner member
 - Station 3: Bib assignment, 1 person will have runner sign waiver and then write down Bib number on registration form, give Bib to runner and make sure timing entry has registration form and Bib
 - Station 4: Goody Bag, 1 person will assemble T-Shirt, cap and goody bag and give to runner, and take runner draw prize entry slip
- Runners who are already pre-registered will go directly to Station 3
- Clean up registration and/or move to new responsibilities

Schedule:

- 7:30 AM: Arrive @ Metro, take lanyards and materials, and setup
- 8:00 AM: Open Registration
- 8:50 AM: Close Registration – i.e. try to hurry up late comers to get to start
- 9:00 AM: Clean up registration, Captain to take control of receipts, all registration forms should be entered at timing, store extra supplies in boxes

Materials:

- *Communication:* Lanyard; cell phone whose number is noted on lanyard
- *Setup:* 4 long tables; 5 chairs
- *Forms:* Registration (including day PEI RR membership) and Waiver; Pens
- *Race #s:* Pre-Registered List; Bibs; Pins
- *Prizes:* Draw prize entry slip; container
- *Cash:* cash box; 80 \$5 bills; 50 Toonies; 100 Loonies; Reconciliation Report
- *Signs:* 4 copies of Instructions; 2 copies of 15K route and 2 copies of 5K route

THANK YOU!!

<http://running.stratfordrotary.com>

Rotary Club of Stratford

ROTARY RUN FOR MIKINDURI – REGISTRATION INSTRUCTIONS

SEPTEMBER 7, 2008

IF YOU HAVE PRE-REGISTERED:

1. Fill out a Draw Prize Slip
2. Skip the Cashier Station and go directly to the Bib Station
3. Inform personnel that you are Pre-Registered and request Bib assignment
(If you have your PEI RR #, please inform Bib personnel of #)
4. SIGN WAIVER
5. Move to Goody Bags and collect bag, with T-Shirt if within first 100 runners
6. Drop off Draw Prize Slip
7. STRECTH! ☺

IF YOU NEED TO REGISTER:

RACE ENTRY FEES:

5K:	\$10
15K:	\$15

PEI RR 1 Day Membership \$1

1. Fill out a Registration Form
 - a. You must fill in your NAME
 - b. You must fill in the DISTANCE you are running
 - c. You must fill in whether or not you are already a PEI ROADRUNNER MEMBER
(For Insurance purposes, you must be either a PEI RoadRunner Annual member or purchase a PEI RoadRunner 1 Day membership to run in this event)
 - d. You must fill in your SIGNATURE
2. Fill out a Draw Prize Slip
3. Move to the Cashier Station and pay Race Entry Fee. The Cashier will mark the amount paid on your registration form.
4. Move to the Bib Station.
5. SIGN WAIVER
6. The Bib personnel will mark your Bib number on your registration form and give you your Bib.
(If you have your PEI RR #, please inform Bib personnel of #)
7. Move to Goody Bags and collect bag, with T-Shirt if within first 100 runners
8. Drop off Draw Prize Slip
9. STRECTH! ☺

THANK YOU FOR RUNNING TODAY!

<http://running.stratfordrotary.com>

Rotary Club of Stratford

ROTARY RUN FOR MIKINDURI, SEPTEMBER 7, 2008 – RACE REGISTRATION FORM

**Name:				Male/Female:	M / F
Address:				Birth Date:	mm / dd / yyyy
City:		Province:		Postal/Country:	
E-mail:				**Distance:	5K / 15K
Home Phone:		**PEI RR Member?:	Y / N	<i>Paid:</i>	
**Signature:				<i>Bib Number:</i>	

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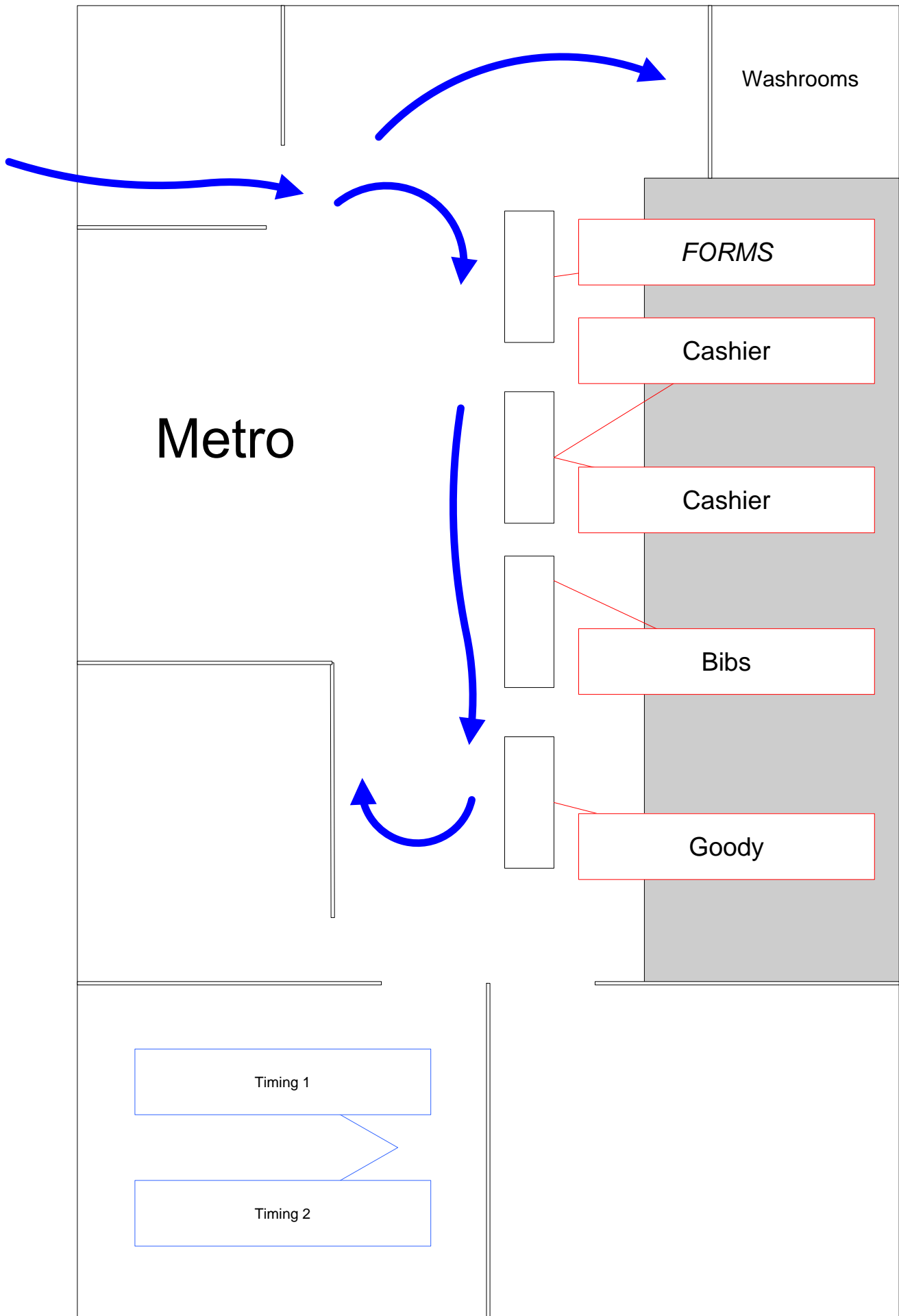
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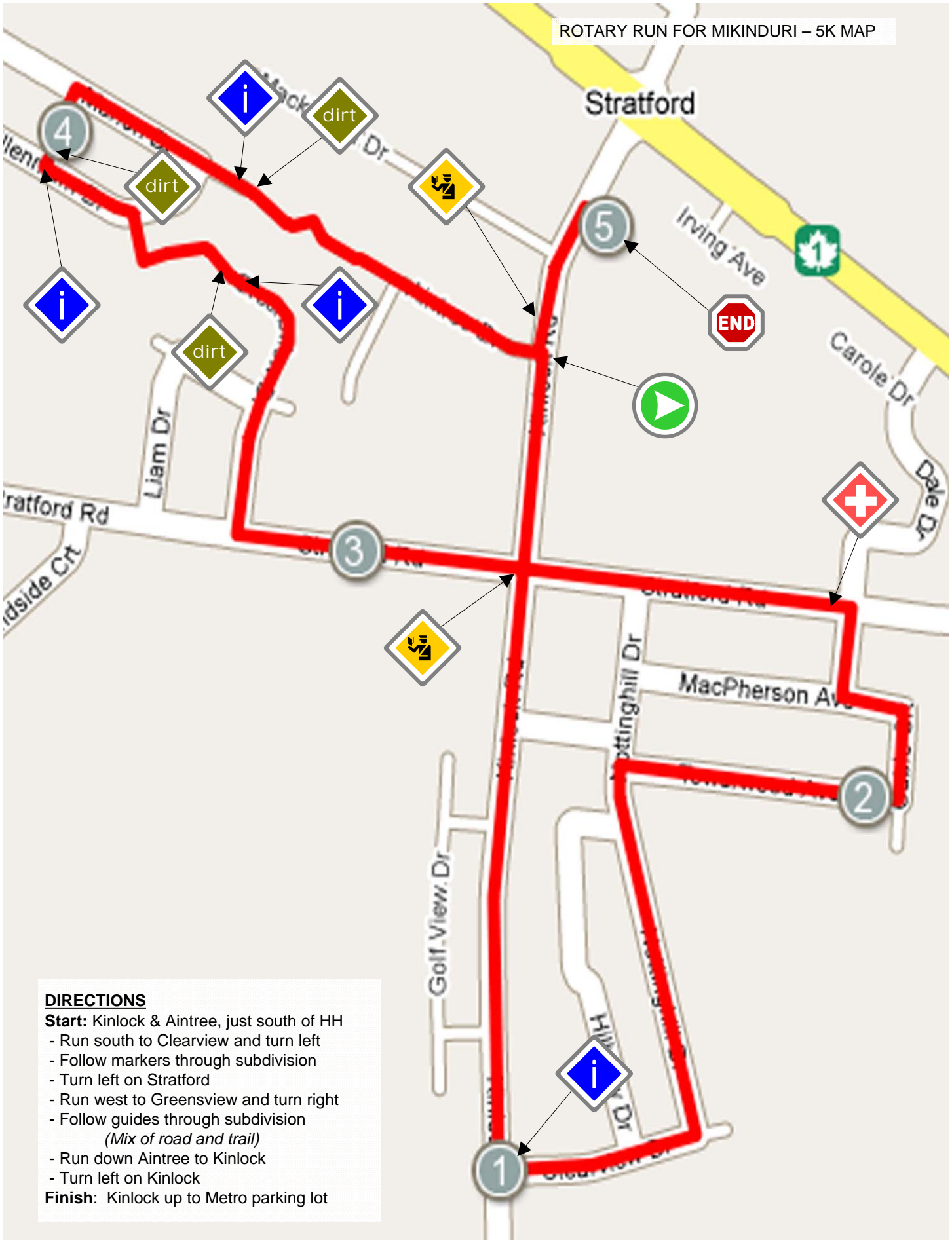
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DIRECTIONS

Start: Kinlock & Aintree, just south of HH

- Run south to Clearview and turn left
- Follow markers through subdivision
- Turn left on Stratford
- Run west to Greensview and turn right
- Follow guides through subdivision
(Mix of road and trail)
- Run down Aintree to Kinlock
- Turn left on Kinlock

Finish: Kinlock up to Metro parking lot

