



## **Rider Tent Instructions**

**Key volunteer roles: 3 – 4 volunteers**

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

**Rider Tent Crew** – (all) set up be ready by to receive Riders by Noon.

**Instructions for *after* the truck is unloaded . . .**

- 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 (Two sets of each available so volunteers can multitask.)
  - Receive pint glasses and event t-shirts, pre-organized in boxes by size. Ladies & Men's S-2XL only. Set up boxes so these are easy to grab and hand out quickly. All riders get a pint glass and event t-shirt.
  - Receive prizes for \$600, \$1,000, \$2,500, and \$5,000 level and set up for easy distribution.
    - \$600 prize – cycling socks
    - \$1,000 prize – TBD
    - \$2,500 prize – TBD
    - \$5,000 prize – bike jersey
- 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!*