



CLOAK ROOM INSTRUCTIONS

Check In Location:	Volunteer Check-in marquee at Alexandra Gardens
Check In Time:	6.45am
Working Location:	Cloak Room at Alexandra Gardens
Supervisor:	Deborah Jackson

Cloak room volunteers will assist in storing participants clothing while they are running/walking in the event. The cloak room area will be situated in a marquee in the assembly area. Participants will start to arrive at 6:45am, however the first event does not commence until 7:45am. Please note that the peak time will be between 7:15am and 9:40am, prior to both the run & walk events commencing. It's important to ensure that clothing is collected in enough time before the event starts.

Please tell participants not to place any valuables in the clothing bags, we cannot accept responsibility for valuables lost or stolen.

Duties include:

Write the participant's race number in large writing on the lower part of the clothing bag.

Ask participant to put their clothes inside the bag.

Take the bag from the participant and place in the number allocated rows behind the clothing tables.

Make sure the bags are in neat rows **AND IN ORDER OF NUMBERS**, so they can be collected easily at the end of the event. This can be done while participants are running/walking.

If a bag cannot be located when the participant comes back after the event, ask them to return later when there are less bags remaining. If it still cannot be located, write down their name and phone number and tell them they will be contacted as soon as it is found. If by chance they have left valuables in the bag take details, event number and escort them to the main stage and ask the stage commentator to make an announcement to see if someone has the wrong bag.

Please fold up the tables when you have finished at 12 noon.

Numbers on the back of the marquee

0-500	501-1000	1001-1500	1501-2000	2001-2500	2501-3000	3001-3500	3501-4000	4001-4500	4501-5000	5001-5500	5501-6000
Etc.....											
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