



NUMBER PICK UP INSTRUCTIONS

Supervisor:	Joan O'Halloran
Check In Location:	Volunteer Check-in Marquee at Alexandra Gardens
Check In Time:	6:30am
Working Location:	Entries Marquee at Alexandra Gardens

Duties:

GENERAL ENTRY PROCESSOR INSTRUCTIONS

1. Ask participant for surname - find envelope
 - a. Once found, check that names are correct.
 - b. If there is NO envelope, direct participant to the helper beside you.
 - c. Ask the participant to fill out their details on the sheet provided.
 - d. Allocate them a new number according to the race they require.

RACE CHANGE INSTRUCTIONS

Fill out sheet provided and record names, old numbers and new numbers issued.

Event	Race Number	Race Start Time
4km runners	White race numbers	7:45am
8km runners	Yellow race numbers	8:10am
All walkers	Pink race numbers	9.40am