



2009 Community Walk

Non -Profit Instructions - Day of Event

Saturday, May 30, 2009

NEW TIME 8:00 am

PARKING - Free parking on race day, Saturday, May 30th, will be available at the East Garage on the corner of Eagle Street and Madison Avenue. Access from I-787 is via the Plaza Exit, then just follow the signs to East Garage Parking.

CHECK-IN AT WALK ADMINISTRATION AREA - 6:30 AM – 7:00 AM – NOTE: THIS YEAR COMMUNITY WALK CHECK-IN IS INSIDE ON THE CONCOURSE– SEE ATTACHED MAP

Each non-profit organization must have at least **1 representative** available on Walk Day.

At check-in you will receive:

- Two listings of registered walkers and sheets to record day of event registrations - one for you to keep and one to return at check out
- Extra registration cards for unregistered walkers
- Walk numbers and pins
- Your volunteer shirt

Tables are set up the southwest gallery on the South Concourse. Enter concourse from Madison Ave and walk to next intersection, go left. Administration Area is on your immediate right. Tables are in two rows, in alphabetical order starting with “A” on left row and looping around so that the right row will have the last NP groups in descending alphabetical order. Signs displaying the non-profit name will be hanging in back of your table. You may add other group identifiers as long they sit/attach to the table and do not interfere with the groups next to you. You can not affix anything to the columns or walls in the Concourse.

Group photo sign-up should be done at check-in. A volunteer will be available to assist you.

REGISTER YOUR WALKERS AND COLLECT DONATIONS 7:00 AM to 7:55 AM

Walker check-in begins at 7:00 AM. Please remain at your table until at least 7:55 AM to check in late walkers. The walk begins on Madison Ave at 8AM. NP tables will need to be taken down around 8:30, so please do not leave your belonging or your walkers belongings on the tables.

If you need security to assist you in taking collected donation money to your vehicle please notify us at the Registration Area

PRE-REGISTERED WALKERS

- The listing provided at check-in will contain those walkers who registered on-line or whose registration cards were received by May 27, 2009.
- Coordinator should check off all pre-registered walkers as the walker checks in.
- Donation amounts should be entered on the list.
- Two copies are provided – one to turn in at check-out and one for you to keep.

WALKERS WHO HAVE NOT PRE-REGISTERED

- If a walker is not on the list, they **must** complete and sign a registration form. All children must have a form signed by their parent or guardian.
- Use the blank sheets provided to list all walkers which register on the day of the event.
NOTE: Be sure to enter your NP code on each completed registration form and attach them to one of the blank sheets with the number of walker forms collected and their donation amount.
- Two copies are provided – one to turn in at check-out and one for you to keep.

WALK NUMBERS, REFRESHMENTS, T-SHIRTS AND COOKIES

Provide each checked in walker with the following:

- Walk Number with safety pins attached
- Donation receipt if your group provides one
- **Information to provide each walker:**
 - a. They need to get their T-shirt BEFORE the walk (walk number is required) T-Shirt area is on right side, midway down corridor heading toward Agency Building 1
 - b. Advise them refreshments are directly across the corridor from the Admin Area
 - c. Advise them of time for group photo
 - d. Advise them walk begins at **8 AM, ON MADISON AVE ABOVE OVERPASS.** They may walk the course as many times as they wish until **9:25 AM.**
 - e. Remind them to keep their Walk Number so they can pick up their Cookies. Cookie distribution will done from the east side of the main Concourse across from Runner Packet Pickup.

NON PROFIT CHECK OUT AT WALK REGISTRATION TENT- 8 AM to 8:45 AM

Please check out before you leave. Check out items are:

- Final total numbers - number of walkers and donation amount collected
- List of pre-registered walkers, with those who showed up checked off, donation amounts listed
- List of Day of Event-registered walkers, with donation amounts listed
- All registration cards completed day of walk
- Unused walk numbers and pins.

REMEMBER - DO NOT LEAVE ANY UNATTENDED MATERIALS ON THE TABLES IF YOU WALK WITH YOUR GROUP

**2009 FREIHOFFER'S COMMUNITY WALK REGISTRATION LOCATION
SOUTHWEST GALLERY EMPIRE STATE PLAZA CONCOURSE**

