

Spectator Area Captain

Vision:

What you deliver: Safe, efficiently run spectator areas with great viewing opportunities.

How you deliver: Give Spectator Area workers a successful experience. Create a professional but friendly atmosphere for both workers and spectators.

Responsibilities:

Staff Coordination

Spectator Area Set Up

Spectator Area Operations

Spectator Area Tear Down and Clean Up

Check List:

Pre Event (chronological order):

- ◇ Review this job description
- ◇ Go over proposed schedule, area assignments and spectator area plans
- ◇ Review your equipment needs with Chief of Spectator Areas
- ◇ Contact previous workers, develop initial staffing list and needs list
- ◇ Coordinate returning workers and staffing shortages with Staffing Officer
- ◇ Have a field survey of each spectator area with the Chief of Spectator Areas to go over where every thing will go and how things will work.
- ◇ Review spectator area set up (including sponsor's banners), tear down and clean up plan.
- ◇ Coordinate with the Stage Co-Captain appropriate for each of your areas
- ◇ Touch bases with your EMT and Law Enforcement staff for your areas. Let them know your plans and schedule. Determine if they need to go out with your team or if they will arrive on their own.
- ◇ Go over all team meeting times and places.
- ◇ Review general emergency procedures plan and determine how this would be implemented at this area if needed.
- ◇ Confirm all workers
- ◇ Coordinate meeting times and places with all workers on your team

Day of Event:

- ◇ Meet with all the Organizers and equipment manager to go over any last minute details
 - Get all equipment (family radios, bibs, pennant ribboning, stakes etc)
 - Get Sponsor's banners and "special" signs to be placed at each spectator area
 - Get name badges and meal tickers for any of your team that can not get them for themselves.
- ◇ Meet with workers, EMT and Law Enforcement
- ◇ Confirm workers have supplies (water, food, flashlights etc)

Spectator Area Set Up and Operation

- ◇ Place pennant ribbon (and any stakes needed to hold it). Start with the pennant ribbon that defines the end of the area and leave a marshal there to keep early bird spectators contained.
- ◇ Place EMT and Law Enforcement
- ◇ Set up sponsor's banners at the planned locations. Metal stakes will already be in place.

- ◇ Place remaining spectator marshals
- ◇ Test your communications net
- ◇ Keep in communication with your marshals during the running of the stage. Look for potential trouble areas and try to get there yourself before small problems become larger.
- ◇ Retrieve all stakes, signs, sponsor's banners and ribbon in the vicinity of the parking and spectator area.
- ◇ Retrieve waivers and return to worker room
- ◇ Return all materials, equipment and banners to Equipment Manager or Chief of Spectator Areas. Be particularly careful with sponsors banners (so someone does not walk off with them – and we have to pay for them).

Post Event

- ◇ Revise this check off list and submit to Chief of Spectator Areas for next year.