**La Chute Runners Meeting**
**June 19, 2024**
**7:00**

**Members present:** Tim Malaney, Dee Donahue, Brian Kiely, Bruce Tubbs, JD Wilson, Mike Quinn, Dave Rutkowski Jim and Linda Cunningham

**Preliminary Discussion**
T-shirts have been ordered: 45 Youth, 65 S, 85 M, 50 L, 30 XL
The Decals for the race have arrived - 250
We have 300 medals
Stewarts will donate 100 coupons for the kids
Kinney's is providing water, and items for the "goodie bags"
Prizes: 6 large pies from Gunnison's, Linda Leavens will make jams, Dee has Maple Syrup, Bruce has some sunglasses, ream of paper available as prizes

**Before July**
Measure and mark course- Tim has done this
Police - Dave Burrows will notify
Permission from Sunoco - OK
Traffic cones from Pete Reale - will have about. 36

**July 3rd. - Packet pickup at the K of C** - 4-7
Online sign-up ends at 7 PM
Computer and tethered iPhone (possible)
List of numbers to be downloaded
Alphabetized list of names, by last name
Goodie bags stuffed
Workers - Dee, Tim, Frances, Tracy, Brian, JW
Race numbers ( names filled out before) and pins (when, to be decided)

**July 4th. - Registration Area at the Start**
3 Tables, 4 chairs - Jim
Garbage bags / Recycling bags with label
Duct tape
Sign on road
Signs on tables (Number Pick-Up, Race Day Registration)
Possibly chalk arrows on ground directing arrivals
Workers - John and Nancy, Matt, and Heidi, Linda and Jim,
Other runners helping, (clipboards, directions, greeting)
Separate area for pins
Print-outs of those registered -one with last name alphabetized
-another in numerical order
Race numbers for preregistered - not picked up
Numbers for race day entries
Day-of Entry forms
Pens
Tape
Clipboards
Water bottles
Pins
Money box and cash
Morning set-up crew (Jim, Linda, roughly 9 am)
Arrival time - 12:30. (Jim and Linda - 12:00), bringing money box, setting up sheets
Take down crew (Jim and Linda)
Window cleaning stuff
Flags to protect window areas - Brian
Tripod for signs, taped to a board

**Finish Line: set up 8:30 or 9:00**
Tent - Tim
Chairs - Tim
Banner - Jim
Long extension cord (Jim)
Food - Katie. ( 12:30)
Photographer - Ellie
Goodie bags for those picking up day of race
Sets of awards (medals, pies, overall, certificates, etc)

Water bottles
Water jug and cups (possible)
Plenty of garbage bags / Recycling bags (labelled)
Duct tape
Medal issuers. Shelly, Cam, +
Group directing to finish area
Morning set-up crew. - Tim, Matt, Jim
Tent crew. - Frances +. ; Pass our Ice Cream coupons to kids
Arrival time 12:30
Take-down crew