

# 2019 Magnolia Circle Dragon Boat Race Fundraiser

**Presented by** 

*to support The King's Daughters and CHKD's Mental Health Initiative*



**Sign up to be a Dragon Boat Race Volunteer at <https://www.signupgenius.com/go/30E084CA4A82DA0F85-2019>**

Time	Job	# of positions needed	Job Description	Location
6:30am - 8:30am	Set-up Tables & Tents	4	Set-up tents, move wood tables & portable tables to designated spots, arrange garbage bins strategically	Nauticus Campus
7:00am - 9:00am	Security Greeter (cooler check)	2	Check coolers of arriving guests to ensure there is no alcohol brought onto the Nauticus Campus, inform guests with alcohol to take it back to their car	Nauticus Campus - Registration Table
7:00am - 8:45am	Breakfast Bar Monitor & Replenisher	2	Keep items on breakfast bar stocked, refill water for Keurig, keep table clean, empty trash & take bags to dumpster. At 10 am, break down table & move food & drink items to food tent, and all other items (supplies) to storage room.	Nauticus Campus - Breakfast Bar in Athlete's Village under awning
8:30am - 10:00am	Breakfast Bar Monitor & Replenisher	2		
7:00am - 9:15am	Volunteer Check-in & Information Table	2	Check in volunteers, provide job description, direct to assigned station, answer questions. After the award ceremony, break down all items (table, etc) and move to storage.	Nauticus Campus - Volunteer Check-in & Information Table
9:00am - 11:15am	Volunteer Check-in & Information Table	2		
11:00am - 1:15pm	Volunteer Check-in & Information Table	2		
1:00pm - 3:15pm	Volunteer Check-in & Information Table	2		
8:00am - 10:30am	Food & Beverages (Age 21+)	8	Take food & beverage orders, collect money & commodity tickets, pour & serve beer, sangria & sodas, serve food	Nauticus Campus - Food & Beverage Table (age 21+)
10:30am - 1:15pm	Food & Beverages (Age 21+)	8		
1:00pm - 3:15pm	Food & Beverages (Age 21+)	8		
8:30am - 11:15am	Marshall Teams	4	Locate & remind team captains of their upcoming race in a timely manner, line teams up in time for their race, ensure paddlers are lined up in the correct order for getting on the boats	Nauticus Campus - Boat Ramp
11:00am - 1:15pm	Marshall Teams	4		
1:00pm - 3:15pm	Marshall Teams	4		
8:30am - 9:45am	Prepare & handout Paddler Medals	3	Unwrap medals & display on table, hand out medals to paddlers after first race, provide extra medals to team captains, take all trash to dumpster. After the first race is complete, bring all items (table, etc.) to storage & extra medals to volunteer table	Nauticus Campus - Medal Table in front of Boat Ramp
9:30am - 11:15am	Prepare & handout Paddler Medals	3		
9:00am - 11:15am	Starting Line	1	Assist Pan Am Dragon Boat Association at the starting line	Nauticus Campus - Starting Line on Pier (toward PETA)
11:00am - 1:15pm	Starting Line	1		
1:00pm - 3:15pm	Starting Line	1		
9:00am - 11:15am	Time Sheet / Bracket Board Runner	1	Walk time sheets from the finish line to the bracket board at the completion of each race	Nauticus Campus - Finish Line on Pier (toward Towne Point Park)
11:00am - 1:15pm	Time Sheet / Bracket Board Runner	1		
1:00pm - 3:15pm	Time Sheet / Bracket Board Runner	1		
2:45pm - 5:00pm	Breakdown Tents & Tables	2	Move wood tables under awning, break down tents & portable tables & move to the loading area, drain coolers & move to loading area	Nauticus Campus - Breakdown Tents & Tables
2:45pm - 5:00pm	Light Clean-up	2	Remove signs, pick up trash, empty trash cans to dumpster, collect lost items & bring to loading area	Nauticus Campus - Light Clean-up
2:45pm - 5:00pm	Load Cars / Return Kegs - Must have Truck!	2	Load tents, tables, kegs, coolers, kitchen items, food & drinks into cars. Return kegs to O'Connor Brewing.	Nauticus Campus - Load Cars & Deliver Kegs to O'Connor Brewing

**Saturday, September 14th from 8 - 3 at Nauticus in downtown Norfolk, VA**

**Find us at [www.kingsdaughters.org/magnoliacircle](http://www.kingsdaughters.org/magnoliacircle) | Contact us at [chkdmagnoliacircle@gmail.com](mailto:chkdmagnoliacircle@gmail.com)**