

2018 Tour de Corn Volunteer Guide



So... who's ready to get a little corny??

Hello, Tour de Corn friend!

THANK YOU for volunteering with our 17th Annual Tour de Corn. This event is truly one that "takes a village" and we cannot stress enough how grateful we are that YOU are part of our corn-loving, bike-riding village.

Some of you have volunteered for years; some, this is your first time. But rest assured: It really is overall very easy and a whole lot of fun. Just bring your good ol' Southern Charm, maybe a little patience and a big smile :) We consistently hear that one of the BIGGEST draws to our event is simply how nice and welcoming everyone is to our visiting riders -- so we're counting on you to help keep that tradition up! Ya'll are giving all of us in Southeast Missouri a good name.

Friday evening and Saturday morning will be CRAZY. But CRAZY fun. But you will LOVE it. People everywhere, from everywhere. Excitement is bursting at the seams. Nothing prepares you except the experience! But -- with the input of last year's volunteers and riders -- we've done our best to streamline the process to make it the best possible experience for all of us involved.

IMPORTANT: We're definitely counting on you, but we recognize life happens. If you cannot make your scheduled time, please call or text Claire as soon as possible at 573-620-2582 so we can adjust.

Thank you again and Happy Trails.....

Er, Happy Cycling and Volunteering?!?!

THE TOUR DE CORN COMMITTEE



GENERAL SCHEDULE

FRI
JUN
22

5 p.m. - 8 p.m.

Registration &
Packet Pickup opens
EP Main Street Party
(corner of Lincoln &
Main - ya can't miss it!)

5 p.m. - 9:30 p.m.

Get your weekend
started with the annual
Main Street Party with
fun, food and festivities
View full schedule:
www.epsweetcorn.com

SAT
JUN
23

6:30 a.m.

Registration &
Packet Pickup opens
Family Life Center
(322 N. Washington)

7:30 a.m.

Let's do this! Rain or
shine, be part of the
mass start of the ride --
it's a sight to behold!
(Registration folks will
be on site until about
8:30 a.m.)

3:30 p.m.

The last rest stop closes
and our SAG support
will wind down, but the
Anniston RS team will
leave waters for any of
our later riders

Get there early & with a smile!

You should have received an email reminder with your shift time from Claire (volunteers@tourdecorn.com). Because parking may be a challenge, **please make sure to try to arrive at least 10 minutes before your scheduled time** (either Regions Bank on Friday or the Family Life Center on Saturday). This will allow you to prep and observe the duties for your role.

People will be lined up early to register and/or pick up packets. Don't let the long line intimidate you - it is a process and we've done our very best to try and streamline. Hopefully everyone is understanding and enjoys the sights and sounds of the Main Street Party if they have a short wait.

TdC Committee On-Site Assistance

The entire Tour de Corn Committee -- Blaire, Casidy, Claire and Emily -- will be present during the Friday night registration event. Casidy, Claire and Emily will be present on Saturday morning (Blaire will be out prepping our NINE Rest Stops!) In order to more quickly ID us in the crowd, we'll be wearing bright pink aprons!



For specific needs:

- Casidy (573-683-1690) will handle the specific registration questions -- She'll be moving between the On-site and Pre-registered stations.
- Claire (573-620-2582) and Emily (573-427-6272) will float among areas, with Claire managing our volunteer team and Emily overseeing the storefront and the ride itself. But all are ready to jump in to help!

REGISTRATION AREA VOLUNTEERS



SHIFTS:

FRIDAY

4:00 p.m - 6:00 p.m.
6:00 p.m. - 8:00 p.m.

SATURDAY

6:00 a.m. - 7:30 a.m.

Where to go:

Friday's registration will be located at the old Region's Bank drive-through and Saturday's registration will be located at the Family Life Center.

RAIN PLAN - we have tents, but IF it rains heavily and we cannot do the registration @ the Main Street Party, we will move to the Family Life Center. We will let you know ASAP or call Claire

When you get there:

- 1) Check in with Claire and she'll direct you to your location
- 2) Grab a **BRIGHT BLUE** apron and join in on the fun!

REGISTRATION AREA ROLES:

1) **Pre-Registered Check-ins:**

You will be checking riders who registered/paid prior to June 12. As you check in each rider, highlight his/her name line in your binder and send a runner (see below) to get the rider's bag with the matching bib number. *NOTE: If a waiver is stapled to the bag, the rider MUST sign the waiver and hand over to you before he/she can leave with the bag.* Once the rider has his/her bag and has heard your "Before you leave" questions (see next page), then he/she is approved to leave our registration area. Remind the rider he/she may choose to tear off the corner of the bib to enter the raffle.

2) **Runners/Check-in:**

You will be listening for a Pre-Registered Check-in Leader to give you a bag number which you'll grab from the rack and give to the Leader. We'll need you to move quickly to help keep the line moving! :-). And if you notice a note about an unsigned waiver, please let the leader know.

3) **On-site Registration:**

You will be starting new registrations for walk-up riders who did NOT pre-register (and therefore don't have a signed waiver). You'll direct the rider to fill out a registration form, *making sure he/she signs the waiver.* Be sure to write the bib number in the upper right corner of the registration form and encourage the rider to take the complimentary goodies on the table. Also, read the "Before you leave" questions to the rider before sending him/her to the banker. A Banker will be sitting with the on-site group and all payments will be handled before sending the rider to get a bag.

4) **Banker:**

You will be responsible for all payments received in the On-Site Registration group. We will be accepting cash and check, as well as credit/debit through a Square register (Emily will provide you with a brief training in the coming days). As the money begins to increase, please rubber band and give to Claire.

STOREFRONT AREA VOLUNTEERS



SHIFTS:

FRIDAY

4:00 p.m. - 6:00 p.m.

6:00 p.m. - 8:00 p.m.

SATURDAY

7:00 a.m. - 10:00 a.m.

10:00 a.m. - 1:00 p.m.

1:00 p.m. - 3:00 p.m.

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When you get there:

- 1) Check in with Claire and she'll direct you to your location
- 2) Grab a **BRIGHT BLUE** apron and join in on the fun!

STOREFRONT AREA ACTIVITIES:

- 1) Simply SELL our merchandise and have fun! We will have a price and size list available. We have a variety of items for riders and fans alike!
- 2) We take cash and check, as well as credit/debit via a Square register device. Emily will provide you with a brief training prior to your shift. As the money begins to increase, please rubber band and give to Claire.
- 3) If we run out of a particular size, we CAN take orders for items to be shipped. We are able to send up to 3 t-shirts via USPS mail for an additional \$4.95 (per each 3 shirts). We will have a carbon receipt book for you to take the order, the name/address and the specific items.

POST-RIDE CHECK-IN AREA VOLUNTEERS



SHIFTS:

FRIDAY

4:00 p.m. - 6:00 p.m.
6:00 p.m. - 8:00 p.m.

SATURDAY

7:00 a.m. - 10:00 a.m.
10:00 a.m. - 1:00 p.m.
1:00 p.m. - 3:00 p.m.

Where to go:

We will have a tent set up in front of the Church of God Family Life Center, close to registration.

When you get there:

- 1) Check in with Claire and she'll direct you to your location
- 2) Grab a **BRIGHT BLUE** apron and join in on the fun!

CHECK-IN AREA ACTIVITIES:

You will be provided a binder of all cyclists by name. As they check-in, please mark each name off so we know they've returned from the ride safely. Also, we will have a raffle. We will provide you with the winning bib numbers. If their bib number is a winner, please let them choose their prize!

GREETERS



SHIFTS:

FRIDAY

4:00 p.m. - 6:00 p.m.
6:00 p.m. - 8:00 p.m.

SATURDAY

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GREETER ACTIVITIES:

You're the first face of Tour de Corn many will see! Welcome each rider, ask if he/she is pre-registered and direct him/her to the appropriate area. As lines get long, reassure the riders we're working as quickly as possible. Engage the riders so they leave with a positive experience.

FAQs YOU MIGHT RECEIVE FROM RIDERS:

Where is the...

- **Start of the Ride? (And when?)**

The mass start of the Tour de Corn starts promptly in front of the Family Life Center (322 N. Washington) at 7:30 a.m.

- **Husker 5K Run?**

It starts at the corner of Washington and Main (in front of BodyFX Gym) at 6 p.m. on Friday (Yes, you can register on site. No, Tour de Corn doesn't manage it.)

- **EP Sweet Corn Festival Games?**

They start on Saturday right in front of the Gazebo. More information is available at www.epsweetcorn.com

- **Best (and safest) parking for Saturday morning?**

EP has a number of free parking spots throughout the city, but many of the same Downtown streets will be closed on Saturday morning for the Festival. The First Baptist Church (just north of Hwy. 80) offers a large parking lot as well as FMG's front and back. Also there are a number of spots along Garfield (near Full Gospel) and Pecan (Post Office).

- **Best place for breakfast Saturday morning?**

While we think everything in the EP area is great :) -- on Saturday morning, Casey's, The Depot, Sonic and Tasters will all be open at 7:30ish.



BEFORE YOUR RIDER WALKS AWAY, DID YOU...

- **WAIVER:**
Make sure they signed the waiver?
- **BIB NUMBER:**
Write their bib # in the upper right section of their form?
- **PAYMENT TYPE:**
Write either their check number, “cash” or credit card on the upper right of their registration form under their bib number?
- **RAFFLE:**
Have them complete the raffle info on the bottom of their bib and give it to you for the after-ride raffle?
- **STORE:**
Give them a merchandise ticket if they pay for a shirt at on-site registration? (They take the ticket to the store to redeem).
- **MAPS:**
Direct them to the maps tower and remind them their route color for arrows:
- **CHECK BACK IN:**
Ask them to check back after the ride for our raffle, records, etc

THANK THEM FOR SUPPORTING US & TdC CHARITIES!

