

CAMP SIGNAGE

Degree of Difficulty 5*

Team Size 4-6**



Safety • Teamwork • Excellence • Promises • Service • Kindness—The Crew Philosophies

Camp Signage is a great crew team for those with strong backs and a flair for symmetry. If you are unsure about lifting then your skills will be very much appreciated in a crew requiring less physicality.

Camp Signage Specifics

- Camp Signage sets up and breaks down all banners and tripod holders for the Opening and Closing Ceremonies.
- This team is in charge of maintaining all signage around camp throughout the event weekend.
- Once Camp Signage duties are complete, Camp Signage assists the Camp Logistics Team when time permits. The Camp Signage Captain will work directly with the Camp Logistics Captain to determine appropriate tasks for the signage team.

Camp Logistics Specifics

- Camp Logistics is responsible for setting up the dining tables and chairs in camp as well as marking the participant sleeping tent grid.
- The Camp Logistics team distributes and manages trash and recycling receptacles throughout camp.
- The team ensures sanitary conditions at camp, especially during meal hours. Camp Logistics is responsible for emptying trash bags around camp and in the dining tent, as needed, and keeping the dining tables and dining tent clean and free of trash.
- Camp Logistics is responsible for disassembling all camp tent areas and performing the final clean-up of the campsite on Sunday morning.
- The team assists other camp teams with event specific duties that come up because of camp location or event needs.

Camp Signage is Important!

Participants need a place to stay and clear direction around camp and YOU are the team that creates this for them! You are central to building camp and producing a warm, cozy and clean atmosphere during the event. Without you, we'd have trouble finding our way around our ceremony sites and at camp. This team is pertinent to the successful execution and comfort of the event.

Expectations

All-Crew Kick-Off. All crew must check in and attend a short meeting on the Thursday prior to the event.

Why: It is imperative that all crew members are checked in, receive two crew shirts and are accounted for at this time. In addition, staff will complete your final training, review important safety messaging and distribute event radios.

Be prompt. Timeliness is a must. It is important to be on time for all meetings and call times.

Why: We cannot set up signage and camp without you!

Be flexible. You may be asked to start the early shift, or to help out with other areas of camp during down time. You should be ready to fill in ANYWHERE within camp.

Why: So we can have a smooth, safe, and personally fulfilling event.

Familiarize yourself with event signage. This team works hard to make sure that all camp informational and directional signage and all event decorative banners are ready for camp opening and the arrival of walkers. This team works throughout the day to adjust signage as necessary. After the Opening Ceremony,

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signage will be taken down and properly packed to move forward to camp. Once at camp, the team will work with the Signage Coordinator and other crew teams to review the site and determine where signage is needed, and which messages are appropriate. On Day Three all signage needs to be taken down, cleaned, and properly stored for the next event. The Signage Coordinator will help guide you in this process. Signage will then be set at the Closing Ceremony.

No handmade signage. This refers to signage such as directional signage, receptacle signage, etc. This *does not* refer to any signage encouraging and inspiring the walkers, tent decorations, pit stop decorations, etc. Feel free to decorate camp in accordance to your team theme or the theme of the camp.

Why: To ensure the safety and security of all participants it is important that all event signage is consistent and familiar.

Assist Camp Logistics once signage duties are complete.

- a) **Keep the dining tent clean.** One of your main priorities is to keep the dining tent clean. When the dining tent opens the Camp Logistics Team empties trash bins and keeps dining tables clean and clear. You may also assist walkers who need help in the dining tent. During meals it is helpful if you divide into three small teams to keep tables clean, empty trash receptacles, help participants recycle, and dispose trash bags. This is also your chance to interact with the walkers. Having a smile on your face and giving them a positive experience is always important.

Why: We all like to eat in a clean and sanitary environment. It makes camp feel like home.

- b) **Pack-Up Camp and Closing Ceremony.** Camp Logistics helps disassemble all aspects of camp. On Day Three, this team will be the “leader of the pack” and should take pride in leading the other camp teams in disassembling camp. All teams will help tear down and pack-up camp. Upon release from the Camp Manager, Senior Captain, Camp Teams and your captain, you will proceed to the load out lot to return your vehicles, and then to the Participant Finish Area to prepare for the Closing Ceremony. You may be asked to help with a variety of duties at the ceremony’s location before handing over your duties to incoming day volunteers. Plan to continue working until about 1:00 p.m. Any damage to our camp location that is found during clean-up should be reported to your captain and/or the Camp Manager as soon as possible.

Why: We do not leave until the camp is cleaner than when we arrived.

Safety. Always drive safely, be alert and aware. Wear plenty of sunscreen. Stretch and hydrate constantly. Wear work gloves when lifting and disposable gloves when working in the dining tent around food and trash. Lift with your legs and not your back. Back support braces are available and encouraged when lifting. When setting up and tearing down dining tables, always work in pairs. Take breaks and rest when possible.

Why: Health and safety should always be our first priority.

Communication. Your team captain has an event phone to keep in constant communication with the Signage Coordinator and the Command Center. The Camp Signage Captain stays in contact with these folks as much as possible. The captain will also remain in contact with the team and provide regular direction and instructions. Any driver of a vehicle will use a personal cell phone and there will also be several radios distributed.

Why: Consistent communication is necessary for a successful event. Please carry your communication equipment with you at all times of the day. Captains, even if you are not on duty, you are still on call and need to carry your event phone.

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Who Else Do You Interact With?

- **Crew:** Camp Logistics Team, Senior Captain, Camp Teams, Camp Hydration, Camp Services, Food Service, Traffic Control, Gear & Tent and Medical
- **Staff:** Crew & Volunteer Coordinator, Signage Coordinator, Camp Site Manager and Camp Manager

Camp Signage FAQ

Q. When and where do we pick up our credential, crew t-shirt, crew vehicles and event radios?

A: You can print your credential approximately one week prior to the event and bring it with you to the All-Crew Kick-Off on Thursday. You will pick up your crew t-shirts, crew vehicles and event radios (if needed) at the All-Crew Kick-Off.

Q. When and where do we get our lunch?

A: On Days One and Two, the Camp Signage Team picks up lunches from the Camp Services Team in the dining tent. On Day Three, your lunch will be transported to the Participant Finish Area under the final crew meeting tent where it will be set up buffet style for you to enjoy.

Q. Where will we find and keep our supplies?

A: The key Camp Signage supplies are work gloves and zip ties. Once working with Camp Logistics, you'll be provided with plastic gloves, trash bags, cleanser, sanitizer, disposable wipes and rakes.

Recommendation: you may want to bring your own work gloves as our "one size" fits all doesn't work well for people with small hands.

Q. Where do we go if we run out or need additional supplies?

A: You will have access to the event supply truck if necessary. Just ask the Senior Captain, Camp Teams, Site Operations Coordinator or Crew & Volunteer Coordinator for the truck location.

Important Note: The Susan G. Komen 3-Day® Crew works through rain, shine, sleet or snow so please be sure to bring some warm clothes, rain gear, sunscreen, hats, etc. with you each day. Be prepared for anything!

*Degree of Physical Difficulty Scale

- 1 - No lifting or physical activity required, may have to stand for long periods.
- 2 - Must be able to lift up to 15lbs and stand for several hours at a time.
- 3 - Must be able to lift up to 25lbs and have no problems standing for several hours at a time.
- 4 - Must be able to lift up to 40lbs constantly, must be able to be in constant motion and have no back or knee injuries.
- 5 - Must be able to lift up to 50lbs constantly, must be able to be in constant motion and have no injuries.

**Team Size dependent upon event size, i.e. the larger the event, the larger the team.