

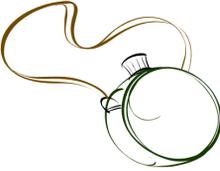


# Lets have some fun!!

## Team Checklist

### 2016 Relay for Life of Portland

Our theme for 2016 is "Relay around the World"

- 10x10 Pop up shelter & means to secure against wind
- Tables
- Tent & stakes 
- Tarp
- Sleeping bags
- Blankets
- Pillows
- Cots/chairs
- Coolers/Ice 
- Flashlights/Lanterns 
- Garbage can/bags for your campsite 
- Cart, wagon or wheelbarrow for moving your supplies from cars to campsite. Remember NO driving on the track.

- First Aid kit
- Cash - We will have an ATM on site
- Decorations for your campsite
- "Gear" for theme laps
- Clothing for warm and cool weather
- Hats
- Shoes (comfortable for walking) & extra socks
- Soap for washing up
- Sun screen
- Bug repellent
- Camera 
- Paper towels/Toilet paper



#### Reminders of what NOT to bring:

- NO Pets - sorry - school doesn't allow this 
- NO Fire pits - NO briquette or wood fire pits or BBQ's 

- NO Alcohol 
- NO Tobacco 

#### Prior to Relay:

- Encourage team member to record all monies raised on-line and turn in prior to Relay (if possible)
- Set up a walking schedule with your team - so that someone is always walking from your team
- Convert any coin from fundraising to cash or check
- Make a sign for your area saying what your fundraiser is (if applicable)

- Plan your "Relay Around the World" decorations for your area (remember there will be a contest)
- Provide copies of this form to your team members
- Prepare a change fund if you have a fundraising activity at the Relay so you can make change
- Check theme laps so you know what you need to bring so you can participate in the fun

Remember we are a 24hr event please plan on staying until the closing ceremonies.



## Arrival at Relay on Saturday 8/9

Earliest arrival time on Saturday is 8:00 am

### 1. Unloading/Loading: PLEASE DO NOT LEAVE YOUR CAR UNATTENDED.

We will have parking attendants helping to keep this process as organized as possible. Please do as they ask for everyone's safety.

- If your area is located near the long driveway into the school you can quickly unload your vehicles and place all of your things over the fence. Please move your vehicle as soon as possible as this is a fire lane.
- If your area is located on the side of the fence the stage is on you may unload your car following the gravel road near the bathrooms. Unload your car as fast as possible and move it so other participants can unload their things.
- If you prefer to use the ramp located near the entrance to the track, unload your car as fast as possible and move it so other participants can unload their things.

#### Reminder:

If you are a Survivor, remember to have your Survivor Parking Pass visible so that we can direct you to the Survivor Parking area.

### 2. Checking In:

- Check in at the registration tent. Team captains can check in their whole team at once.
- Every participant please wear your "purple Relay" bracelet for the entire event.
- Pick up any "day of" handouts.
- Turn in any money raised prior to Relay upon arrival. (remember.....no change please!)

#### Reminder:

It's very important everyone check in at the registration tent so we can be sure you are covered under the event insurance in case of injury.

### 3. At Your Campsite:

- Set up your site for your fundraiser (if applicable).
- If you are not fundraising at the Relay set up your campsite in the middle of the field.
- Set up and decorate your camp site.
- Be ready for opening ceremonies at 11:00 am with Survivor lap at approximately 11:30 am.
- Watch for our Event Photographer Christy, she will be taking team photos at your camp/activity sites.
- Visit the Luminara tent to create your special Luminaria's. These are in memory of or in honor of those affected by cancer.

#### Reminder:

Turn in any fundraising dollars prior to 6 pm and 11 pm.

### 4. To participate in any of our activities for the day:

- Check in at our Entertainment Tent. There will be a sign.

### 5. Keep Cool:

- Visit our hydration station for free water located by the registration tent.
- Visit our misting tent to cool off located by the bathrooms.

# Remember to stay hydrated!