

Relay For Life of University of Hawaii at Manoa
April 8th, 2017
5 PM – 1 AM
T.C. Ching Field

Team Logistical Information

Please share this information with your team members and guests.

Thank you to our Corporate Sponsor

- **Hawaii Student Suites**

Relay Theme

- Tie-Dye

T.C. Ching Field Rules

- **All team members must be wearing wrist bands given at Registration (no wristband-no entry)**
- **No staking/spiking of tents allowed (bring weights)**
- No pets allowed
- Clean-up after yourselves
- No open flames allowed (i.e., hibachi)
- If bringing a generator, please make sure it is as quiet as possible as we don't want to keep the neighbors awake.

Please follow these standards and rules so that we can continue to be permitted to hold this event at University of Hawaii at Manoa. One violation can affect the entire event. Mahalo.

Relay For Life Standards:

- No alcohol or tobacco allowed.

Canopy/Tents: You are free to pitch a canopy/tent within your 10'x10' campsite. **Because of the field's turf, there will be no stakes/spikes for tents allowed.**

Team / Campsite Set-up

- There will be two unloading zones. The first zone is located at a gate along Kalele Rd. that is between the parking structure and T.C. Ching field (as indicated on the map). This zone opens at 4:30pm and remain open for the duration of the event.
- The second unloading zone is located on the opposite end of the first loading zone, near Lower Campus Rd. by the pool (as indicated on map). This area will open at 4:30pm and close at 7:00pm. Once you have unloaded your vehicles, please move them to the designated parking areas. **Do not leave your car in either unloading area.**

Food: Food is not permitted on the field. Teams are allowed to sell food. Please be mindful of any food being SOLD. Although you DO NOT need to get a permit clearance from the State Department of Health Sanitation Branch, we do want to ensure the safety and health of all participants.

Participant Parking: Parking is available at the Lower Campus Parking Structure (Zone 20). There is a \$6.00 parking fee (CASH ONLY). If you have a campus permit, you will be able to use this just as normal. Parking in unauthorized areas may result in the towing or citation of your vehicle and will be the responsibility of the participant.

Registration & Finance

- Registration opens at 4:30 PM.
 - Pick up team Wrist bands; **Wrist bands are required at all times. No wristband, no entry.**
 - Pick-up earned T-shirts
- Finance opens at 5:00 PM
 - Please drop off donations to Stan Sheriff Room 301/302
 - We will stop collecting funds promptly at 12:00 AM on Sunday, April 9th.
- All remaining donations will need to be dropped off at:
American Cancer Society
Attn: RFL of University of Hawaii at Manoa
2370 Nuuanu Ave
Honolulu, HI 96817
- Please call Alicia DeVoll at (360)-941-4759 or Alicia.devoll@cancer.org if you have any questions or concerns.

External Communication

- Help us share the joy of Relay by posting pictures and comments on:
 - **Facebook** - Like us at "Relay For Life of UH Manoa"
 - **Instagram** – Follow us at "relayforlifeuhm"

On-site Fundraisers (more team fundraisers will be listed on a separate sheet)

- **Silent Auction** – New items are priced to sell and proceeds go to the contributing Team. *Please complete the SILENT AUCTION SHEET so we may credit you or your team. Bring item(s) and 1) value of item, 2) minimum bid, and 3) suggested “sale price” to Silent Auction tent by 5:00 PM.* Make sure to bring extra dollars to purchase. Contact Vasant Patwardhan at vasantp@hawaii.edu or (808) 294-8179 (call or text) for more information.
- **Luminaria** – Candle lit bags are a minimum \$5 donation and will be sold on-site at the Luminaria tent.. For those teams that pre-sold and pre-decorated luminaria bags, please pick-up your weights and battery-operated candles from the Luminaria tent. Please return all unsold bags. *We'll be asking all teams to start placing their candles around the track from 9:45 PM.* Please see the Luminaria Tent for more information.
- If your team is hosting an on-site fundraiser, please let our Fundraising Chair Vasant know, so we can include your fundraiser in our Event Program.

Team Takedown and Clean Up: We encourage you to stay for the entire event. Your cooperation and courtesy is requested to wait until *after* the CLOSING CEREMONY before breaking down your tent site. Each site is responsible for removing its own trash. Please take bagged trash to the nearest trash can.

TEAM COMPETITIONS:

- Best Decorated Tent/Relay Spirit (Most engagement of Relay event)
- Mr. Relay Popularity Award

EVENT PROGRAM (subject to change)

SCHEDULE OF EVENTS

4:30 PM	Registration Opens
5:00 PM	Finance Opens
5:00-5:30 PM	Opening Ceremony
5:30-6:00 PM	Survivor And Caregiver Lap/ Parade of Teams
6:00-6:45 PM	CoV3R5 (Live Music)/Flag Football
6:45-8:00 PM	Visit silent auction & vendors/Open Sports
7:00-7:45 PM	Relay Race
8:00-8:15 PM	Push Up Contest
8:15-9:00 PM	Mr. Relay
9:00-9:45 PM	Zumba/Dodgeball
10:00-11:00 PM	Luminaria Ceremony
11:15-12:00 AM	2nd Legacy (Live Music)
12:15- 1:00 AM	Fight Back/Closing Ceremony

We thank you in advance for your patience and continued support. We want to make sure you have the best experience at Relay, so if you have any concerns or questions, please contact:

Event Leadership Team: Erin King	erinking@hawaii.edu (253)-304-1114
Kalani Ruiz	ramon7@hawaii.edu (808)-489-6283
Vasant Patwardhan	vasantp@hawaii.edu (808)-294-8179
Jon Ibanez	jibanez@hawaii.edu (808)-298-2544
Charissa Tan	ctan8@hawaii.edu (808)-392-3161

American Cancer Society Staff Partner: Alicia DeVoll	Alicia.devoll@cancer.org (360)-941-4759
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Here are some suggestions as to what you should bring to make your stay at Relay For Life a lot more pleasant!

- **TEAM SPIRIT**
- Canopy or tent
- Ground cover (i.e., tarp or moving quilt)
- Competitions / Activities (see page 3)
- Lanterns/flashlights
- Lawn chairs
- Table(s)
- Snacks and beverages
- Water
- Cooler (ice chest)
- Sunscreen
- Camera
- Warm clothing, rain gear
- Board games
- Insect repellent
- Trash bags
- Toiletries
- Comfortable shoes
- Blankets, cots, sleeping bags
- **Money** for food and other activities (On-site fundraisers section to come)
- Clipboard to post activities list
- Cell phones to keep track of team members & coordinate cars
- Your team's on-site activity and/or fundraiser