

FESTIVAL FOR LIFE!

2017 Event Day Survival Guide



Relay For Life of West Anne Arundel County

Old Mill Middle School North

(For GPS) Shetland Square, Millersville, MD 21108

April 29-30, 2017

Survivor/Caregiver Luncheon 2:00pm to 3:00pm

3:30pm to 12:01am

*Booklet will be available on the Relay web site.



Join Relay For Life in the Fight Against Cancer!!



WHAT IS RELAY?

Relay For Life is the American Cancer Society's signature fundraiser where people form teams and camp out overnight, taking turns walking relay style. While you aren't walking, teams enjoy various activities, music and entertainment. Each campsite also has an on-site fundraiser (i.e. raffles, games, bake sale). There are activities, music, entertainment planned throughout the night. Please see our event schedule and activity listing for additional details. Feel free to visit all of the campsites in our own "Tent City" to participate in their activities.



Donations will gladly be accepted during our event. Your donation is tax-deductible and will be accepted by any team or at the Registration Tent. Checks should be made payable to the American Cancer Society. **All dollars turned in by 10:30pm on Saturday, April 29th will count toward team and individual totals when calculating awards.**



WHERE DOES THE MONEY GO?



Groundbreaking Research devoted to potentially life-saving cancer research grants.

Treatment Help for Patients – Patients guided through the health care system by our patient navigators.

24/7 Life Line Service – Requests answered for info, help, and support via phone, email, and online chat

Provided rides for patients to and from treatment.

Free lodging at the American Cancer Society Hope Lodge facilities.

THANK YOU FOR VISITING

RELAY FOR LIFE OF WEST ANNE ARUNDEL COUNTY 2017

For additional information about how you can help with Relay For Life of West Anne Arundel County 2017, please contact Rolinda McIlwain at heartcker@aol.com or 443-996-3273.



WHAT TO BRING RELAY NIGHT



Camera, video camera and batteries

Lawn/beach chairs and tables

Umbrellas and rain gear (even though we won't need it)

Warm clothes for overnight including jacket, extra shoes and socks

Flashlights

Insect repellent

Trash bags ***Every team needs to bring their own***

Personal first aid kit including medicine (prescription and/or over-the-counter)

Theme lap outfits

Blankets, sleeping bags and pillows (this is for warmth-trust me you will not have time to sleep)

Pocket money for on-site activities

Sunscreen, sunglasses, and hats

Toiletries

Cooler with extra water/drinks and snacks for your campsite

Pop-up canopies and small tents for shelter

Starter money and cash box if you are holding an on-site activity

Campsite decorations and team banner

Scissors, tape, pens and tools for random tasks

Wagon/hand truck

Most important...BE READY TO HAVE FUN!





GOT QUESTIONS



WE HAVE ANSWERS!!!

Prior to event:

Please email questions to Rolinda McIlwain, Event Lead at heartcker@aol.com or call 443-996-3273.

If you need assistance from the American Cancer Society, please call 1-800-227-2345.

Please understand that the day before event day and the morning of the event the committee will be on location and unlikely to answer questions until you arrive. Think ahead and try to get your questions answered well before event week.

If you have questions or run into problems on event day:

- 1.) Head to the Registration booth. Our wonderful registration volunteers should be able to answer most of your questions. If not, they will find the proper person to assist you.
- 2.) Look for someone wearing a blue committee shirts
- 3.) In the event of an emergency/missing child, please head to the stage or registration.
- 4.) A first aid kit will be located at the registration tent.
- 5.) Please immediately report any injuries to the registration booth who will contact Judith Keeler to complete an incident report.

UNLOADING ZONE

You can start unloading your supplies and setting up your campsite at 12:00pm

You will only have **20 minutes** to unload your car.



Please remember that we hope to have over 50 teams, which means there are a lot of cars that want to be near their campsite to unload. Please unload your items and then move your car to the parking lot before setting up.

Bring a hand truck/wagon to help take your things to your campsite.

Vehicles are not permitted to unload on the grass at any anytime.

There is ample handicap parking which is located close to the field.

If you arrive late, please do not set up your campsite during opening ceremonies.

PARKING

There is plenty of parking and ample handicap spots.

Do not park in the handicap spots unless you have a handicap permit.

Please be courteous and follow ALL instructions that will be given by our parking staff and security.

Important - DO NOT LEAVE TRASH IN THE PARKING LOTS.

If every area isn't completely clean then it will cost our event extra money!

Please check around your vehicles and make sure you haven't left any trash.

EVENT & CAMPSITE RULES

No wheeled vehicles are allowed on the track at any time.

No bikes or scooters are allowed on the track at any time.

No pets allowed. We love dogs, but for the safety of all, please leave your furry friends at home.

No bare feet are permitted on the track.

Due to safety regulations, the track lights must remain on at all times. These lights will be reduced during overnight hours.

Subject to availability, teams may extend their campsite area as long as the adjoining team does not object.

Gas grills and portable stoves will be allowed (no solid fuel). Wood or charcoal fires are not allowed.

Each team is responsible for regularly emptying trash into a dumpster and disposing of all trash at the end of Relay. Your area must be cleaned up before leaving. Bring lots of trash bags!

If you are selling food items you must adhere to the Health Department's Rules and Regulations.

In the event of an electrical storm, you will be instructed to proceed to the school's cafeteria.

In case of fire emergency, fire extinguishers and hoses are located in the Registration Tent.

All RV's and campers must stay in the parking lot area (not allowed on the track).

Security is provided by ACS. If an emergency arises, please contact Security Personnel or go to the stage area and ask the DJ to page Judith Keeler, and call 911 if needed.

CAMP SITE AND TRACK INFO

Completed map will be posted on social media and emailed.

CHECKING IN YOUR TEAM

The registration tent will open at 12:00pm

Team captains **MUST** check in their team at the Registration tent prior to setting up your campsite.

Team Captains should:

- 1) Verify your campsite number(s) and location in case changes have been made to the map.
- 2) Pick up your team packet(s) and event programs. If you have not already received them
- 3) Pick up your team t-shirts (if you did not get them before event day).
- 4) Turn in any money! Please don't wait until the last minute to turn in any donations.

SCHEDULE OF EVENTS

Registration opens at 12:00pm

Set up begins at 12:00pm

Survivor reception from 2:00pm-3:00pm

Opening Ceremonies begin at 3:30pm

Survivor lap immediately following the opening ceremony

Caregiver lap

Team banner

Luminaria sales end at 7pm

Luminaria Ceremony begins at 8:30pm

Money needs to be turned in by 10:30pm

Closing ceremony begins at 11:45pm

Final Team lap at approximate 11:55pm

Times are approximate and may be modified to fit scheduling needs



HONORING OUR CANCER SURVIVORS/WARRIORS AND CAREGIVERS

All area Cancer Survivors are invited to attend our celebratory luncheon located in the Gymnasium at 2:00pm to 3:00pm. At the luncheon, survivors share stories, meet fellow survivors, and celebrate survival! Survivors must register by March 13th, 2017.

For those survivors who do not attend the reception, please check in at the registration tent. Immediately following luncheon, Opening Ceremonies will begin.

LUMINARIA CEREMONY



What is the Luminaria Ceremony is a gathering of the community and loved ones to support and remember those lost to cancer and to honor those whose fight continues. As the sun sets, luminaria lining the track light up the night, reminding us all why we fight back against the disease.

Please observe silence during the luminaria ceremony.

Each Luminaria bag is personalized with a name, photo, message or drawing in memory of a friend or loved one who has been affected by cancer. Each luminaria represents a person – a mother, father, sister, brother, aunt, uncle, niece, nephew, friend or co-worker – who has been touched by cancer.

You may purchase a luminaria bag by completing a luminaria order form. To obtain a form see any member of a Relay For Life of West Anne Arundel County team. The suggested luminaria donation is \$10 each. Your donation is tax-deductible. Checks should be made payable to American Cancer Society.

On the day of the event, you may obtain a luminaria order form from the Luminaria Tent.

STAY THE ENTIRE RELAY - THE PASSPORT

4:30pm	5:30pm	6:30pm
7:30pm	PASSPORT	8:30pm
9:30pm	10:30pm	11:30pm

*****One card per person*****

Get a stamp card and have it stamped every hour at the designated location.

If your card is completely stamped at the end of the relay, put your name, team name and phone number on the back, and turn it in at the Registration tent by 11:30pm to be entered into a special drawing.

Who knows you might be the winner of a great prize!



ONSITE FUNDRAISER

A complete list will be sent out to each team captains by email to distribute to team members. Email LaTrese at trese89@aol.com to advertise your fundraiser. First come, first fundraiser. Deadline for printing is March 8th, 2017.

ENTERTAINMENT HIGHLIGHTS

The list below is not all inclusive, it is a sub-set of laps to give you an idea of what to expect. A complete list will be sent out to each team captains by email to distribute to team members.

RELAY TREASURES

Relay Treasures is an opportunity for teams to continue fundraising the night of RFL. Just put together your basket of goodies, wrap it in cellophane to keep it contained, and put an identification label on it. A table will be provided the night of RFL for all Relay Riches to be displayed. All teams are welcome to participate. Tickets will be available for purchase and people can place these tickets in the container that corresponds with the basket they wish to win. A drawing will be held for each individual basket. You do not need to be present to win but you will need to have a representative available to pick up your prize. If your team is interested in participating in Relay Riches, email Rolinda at heartcker@aol.com with the same information that you will provide on the identification label. Raffles will be \$1.00.

RELAY LAPS

The list below is not all inclusive, it is a sub-set of laps to give you an idea of what to expect. A complete list will be sent out to each team captains by email to distribute to team members.

Sports Mania Lap: Team jerseys, sports gear, hats, foam fingers

PJ Lap: PJ's, slippers, face mask, hair rollers

School Spirit Lap: School colors and name

Bingo Lap: Play a Relay bingo board as you take a lap

Rainbow in the Dark Lap: Anything colorful that glows

Grand Club Lap: If you've raided \$1000 then this lap is for you

Power of Purple Lap: Relay attire, any and everything purple

HAVE AN ANNOUNCEMENT RELAY NIGHT?

Head to the stage and fill out an announcement form if:

- 1.) Your team is holding a raffle and you want to spread the word.
- 2.) When your team picks a winner for your raffle and you want to let everyone know who won.

Announcements will be only be made when time allows.

Please check the event program for specific items when we will announce raffles/raffle winners.

AND THE WINNERS ARE...

Top Individual Fundraiser

Top Team Fundraiser

Top School

Best Team Banner

Best Campsite Decorations

CLEAN UP!

Clean up is EVERYONE'S responsibility, not the Relay Committee's. Our goal is to leave the field in perfect condition. Deposit all of your trash into the provided dumpster. Remember, if you have been taking your trash to the dumpster throughout the night, it won't be a huge task in the morning!

Plan ahead:

Bring trash bags with you

Take your trash to the dumpster throughout the night.

Please do not wait until the last minute to clean up. If you see trash, pick it up!

INCENTIVE PRIZES!

Approximately two weeks after the event, if you qualify for an incentive prize you will receive an email telling you what your prize choices are.

Simply click on the link and follow the steps in the email to order the prize of your choice.

RELAY FOR LIFE WEST AA COUNTY 2017 ELT CONTACT INFORMATION

Event Lead/Bring the Fun	Rolinda Mcilwain	heartcker@aol.com	443-996-3273
Event Co-Lead/Fund the Cure	Latrese Jackson	trese89@aol.com	443-996-8570
Event Co-Lead/People Lead	Stephanie Marvel	smmarvel@aacps.org	443-618-7532
Accounting Lead	Kellie Burton	kellieburton@verizon.net	410-207-5725
Ceremonies Lead	Jeff Brown	jbsftball@verizon.net	443-889-0678
Ceremonies Lead	Joey Brown	J.brown.rfl@gmail.com	443-889-0670
Entertainment Lead	Dawn Pilon	dpilon@aacps.org	515-991-5681
Experience Co-Lead	Anna Ory	aory@aacps.org	757-647-1430
Luminaria Lead	Laura Rousseau	laurarousseau@verizon.net	301-793-1541
Luminaria Subcommittee	Cookie Darcy	BABCIA7@verizon.net	301-498-9031
Marketing Lead	Beth Broome	fourbroomes@gmail.com	410-672-6780
Registration /Accounting Subcommittee	Muriel Jackson	smileystarangel@aol.com	410-302-6326
Retention & Marketing Subcommittees	Stephanie Mowery	steph.Mowery0704@gmail.com	410-507-6335
Survivor & Caregiver Subcommittee	Ann Pindell	antoinettepindell@gmail.com	443-996-3789
Youth Champion	Becca Speicher	beccaspeicher3@gmail.com	443-603-4756
Youth Champion	Emily Park	emilypark61@gmail.com	443-794-8002
Youth Champion	Kayla Dill	kdill0405@icloud.com	410-428-1516
Youth Champion/Activities	Rayah Mcilwain	rayahsunshines@gmail.com	443-433-6612
Youth Champion	Tanasia Reed	tanasiareed@gmail.com	443-603-6241
Youth Champion	Trevon Hall	redartist628@gmail.com	410-598-6607
Youth Champion	Reauna Mcilwain	Littlmodel1@aol.com	443-670-6010
Activities	Ashley Ergott	smash.123@live.com	443-867-5782
ACS Staff Partner	Judith Keeler	Judith.keeler@cancer.org	443-306-3553

SPONSORS AND VOLUNTEERS *(as of January 2017)*



Rod and Staff



Entertainment and Activities:

Theme Laps

Zumba

Relay Treasures

And much more...

Other Supporters:

Anne Arundel County Public Schools

Bruster's Ice Cream

Old Mill High School

Chick-Fil-A (Jumpers)

Old Mill Middle School North

Caring Hearts Child Care