



Relay For Life of East Wake Survival Guide

**May 20 & 21, 2016
Five County Stadium
Friday 6pm-Saturday 8am**

This guide provides helpful information to make sure we have a fun, safe, and successful Relay For Life event! If you have any questions, please email us at ewrelayforlife@nc.rr.com

What Can I Expect At Relay??

You may be new to Relay but we want to make sure you and your team members are prepared for what to expect! Check out some general event information for what to expect at Relay!

Your Campsite: Will be your headquarters at Relay. Make sure that your team members help you plan for the day of Relay. *Delegate* responsibilities—someone should be in charge of the tent, fundraising supplies, decorations, etc... Make the team responsible for bringing their own chairs and personal items.

Walking Schedule—A schedule will help to make sure you have at least 1 team member on the track at all times. Use the buddy system to make the time pass faster.

On-Site Fundraising Activities—Make sure you plan shifts for team members to work the fundraising so that one person isn't stuck selling the entire night. Bring change, accounting sheets, and envelopes.

Event Logistics—The registration tent (at the entrance to the track) should be the place you go if you have questions. This is where you will check in, pick up site maps, activity schedules, ask questions, lost and found, etc....

Bank—There will be two bank hours during Relay (times will be announce closer to the event). Bank will be located at "Will Call". It is suggested that two team members bring money to the bank. Please make sure Accounting sheets are completed correctly and the totals on the sheet match the \$\$ you are turning in.

Ceremonies

Pre-Opening Ceremony—We will host a team lap at 5pm where we will do a roll call of all teams for them to do a lap of recognition. Grab all of your team members and get ready to RELAY!!

Opening Ceremony—This ceremony will begin at 6pm we introduce the committee members and mayors, present flags, national anthem, and thank the corporate sponsors.

Survivor/Caregiver/Kid's Lap—At 6:15pm we will clear the track and ask all participants to line the track and cheer on our survivors and caregivers as they take their lap! Kid's Walk will begin around 6:40pm.

Luminaria Ceremony—This ceremony will begin at 9pm and will pay tribute to loved ones who are courageously fighting cancer and to those we have lost. The park goes dark and the luminaria bags and torches are illuminated. The honorary torchbearers will be introduced and the bagpipers will circle the track, followed by the Torchbearers, and then team members processing while holding lit candles.

Late Night Activities— CRAZY Laps and Activities begin around 11pm.

Closing Ceremony—Start around 8am Saturday morning. We will gather for a devotional, hand out awards, and announce the grand total for the event. Then, after everyone is packed and trashed is picked up, it is time to head home and get some much deserved rest!

What's New this Year??

We've a changes for in 2016! Check out below for a few highlights and be sure to be at Relay from 4pm—Saturday 8am to see all of them! Tuesday following the event you will receive an email from “American Cancer Society” with the subject line “Thank You for participating in Relay For Life”, make sure you & your team members take a few moments to fill out the survey and help us make Relay 2016 even better!

Pre Opening Team Recognition Lap—Roll Call will begin at 5pm—Teams should be prepared to take their Recognition Lap around the track as we kick off OUR Relay For Life event.

Accepting Credit Cards—You read that right—we're now accepting credit cards at the event and you can too at your campsite! Available in the App Store for iPhone, iPad and Android is the “ACS Fundraising App”! Donations can go to a participant, team or the overall event. Download it today and accept credit card donations at your campsite! *Please make sure you download this prior to May 20 and reach out to Nikki at nicole.hastings@cancer.org with any questions!*

Relay Beach Carnival—From 5:30-8:30pm we encourage teams to have an onsite fundraiser that's a carnival type game that would encourage more participation from schools as well as the general public.

ACS CAN blitz— ACS CAN, the nonprofit, nonpartisan advocacy affiliate of ACS holds lawmakers accountable for their words and their actions. We demand our leaders not only talk about fighting cancer but take real steps towards decreasing the number of people suffering and dying from cancer. Your \$10 membership is needed and from 7-8pm we will be a membership drive around the track.

Luminaria Ceremony— We have revamped the luminaria ceremony to give it a new feel and allow for all participants to have their own reflection time so be sure you're ready at 9pm! Participants are allowed to carry a candle during the luminaria ceremony, but they will not be provided! Also, please make sure any young children are by your side by 8:50pm as the lights will be turned off and can be scary for young children.

Awards— This year at Closing Ceremony we will be providing awards for many different categories—check out the last page of this guide for the list!

What To Bring To Relay:

- Team banner/sign and Price Board of items for purchase
- Site Decorations and Costumes for Late night activities
- Cash (lots of change based on items for purchase)
- Fire extinguisher if you have an open flame at your campsite (including grills)
- Extension cord (if your site is using power)
- Sunscreen & Sunglasses
- Camera
- Candles to hold for luminaria ceremony and lighters
- Tent w/ hammer or mallet for stakes
- Lawn chairs
- Coolers (ALCOHOL PROHIBITED)
- Games – cards, board games
- Insect repellent
- Flashlights
- Water
- Personal items (deodorant, toothpaste/toothbrush, hair brush)
- Tape, Scissors, Zip ties
- Long tipped Lighters
- Trash can
- Hand Cart for taking items onto track
- Aluminum foil to wrap blocks

What **NOT** To Bring To Relay:

- No Alcohol
- No Tobacco
- No Bicycles, Skates, Scooters, Skateboards
- No Pets/Animals



ADDITIONAL SUGGESTIONS:

- Wear comfortable, lightweight clothing. Bring a sweat shirt or jacket in case it WILL get cool in the evening. Rain gear in case of rain. Comfortable shoes for walking.
- **If your team requested power:** Bring **YELLOW** or **ORANGE** HEAVY DUTY EXTENTION CORDS with 3 Prong plug end. If you need to plug in multiple items bring a 'Y' plug or OUTDOOR multi-plug strip.
- Come with a GOOD Relay spirit! We are going to party ALL night long... and when people are sleep deprived and it is hot or if it rains tempers get short and folks get snappy. Let's remember why we are here and that we are ALL in this together. GOOD spirits make things go better. Soooo, when you are about to loose your cool... take a deep breath and/or a lap around the track and focus on why you really came out to participate in this event. Let's have a GOOD time!

DON'T FORGET:

Vehicles at the Stadium—Vehicles ARE NOT allowed on the grass. Vehicles may load/unload from the marked gravel UNLOAD/LOAD ZONE. All vehicles must be in the parking area by 4pm. Vehicles will not be allowed back to the track UNLOAD/LOAD ZONE until Saturday morning.... LISTEN for the announcement!

Trash Pick-Up—Please do your part to leave your campsite area cleaner than you found it. We are all tired after the event and if everyone picks up their area, it makes it easier on your Event Leadership Team!

What's After?

Post-event Survey—On Tuesday, May 24th be on the lookout for an email from ACS (Subject line: "Thank You for participating in Relay For Life"). Make sure you and your team members take 5 minutes to fill it out to give us feedback on what you loved and what changes you'd like to see for next year!

Wrap Up Celebration— Join us as we celebrate our Relay successes! We will have a Team Captain Wrap Up celebration on June 2, 2016 at 6:30 PM at Wendell Baptist Church.

Donations—We realize you may still have a fundraiser and donations coming in after the event and that's okay! Contact Nikki (nicole.hastings@cancer.org) to discuss the best way to get you \$\$ turned in to ACS. Donations must be received by Tuesday, May 31 in order to qualify for incentive prizes and we ask that all donations are sent in no later than August 1st!

**DREAM BIG
HOPE BIG
RELAY BIG**



East Wake Relay Awards

ACS CAN Blitz Winner

Most ACS CAN registrations turned in during the blitz

Best Onsite Fundraiser

The best fundraiser at the event

Best Dressed Campsite

The campsite with the best incorporation of the theme

Incredible Edible

Best food at the event

OLDEST Relay Shirt

Participant with the OLDEST Relay For Life shirt at the event
(Person must register shirt at Relay HQ)

Rookie Of The Year

Most money turned in by a new team

Most Successful Crazy Lap

The team with the most participants in their lap

Stork Award

Best delivery of ACS mission at a campsite