



WELCOME TO RELAY FOR LIFE OF WAYNE COUNTY!

TEAM CAPTAIN GUIDELINES AND EVENT INFORMATION:

- Wayne County Relay Leadership will have monthly meetings for all Team Captains and Team Participants at Wayne Memorial Hospital. (please pick up a meeting schedule at the team captains meetings) Meetings are to inform you of Relay events, ideas for fundraising, materials for your team and any team needs or information you may need. Meetings are not mandatory but are suggested.
- Teams should be registered online @ www.relayforlife.org/waynenc or can registered by form at a Relay Meeting. Please see any Leadership Member for help.
- A Team Captain/Captains will be the one/ones in charge of your team.
- All participants/volunteers that you have on your team need to register online or at a Relay Meeting as well.
- To receive a Relay Participant T-shirt:
 - you must register your team and team participants online or at a Relay Meeting
 - Each participant is to raise at least \$100 to receive a t-shirt.
- You may choose any Team Theme you would like. This year our Relay For Life of Wayne County Theme is "ONCE UPON A CURE". It is up to you as a Team to choose your own theme.
- Top Team Campsites are picked every year. The Campsite Winners from last year will have first pick of the campsites. Then the rest of the Team Captains will draw a number and campsites will be drawn in order. If you cannot be at the meeting, contact Ashley @ #919-252-7104 and she will be able to help you. Campsite Drawing Date is scheduled for Thursday May 4th, 2017 @ 6pm (in the cafeteria at Wayne Hospital)
- Team Campsites will be judged at 7pm on Friday May 19th, 2017 by 3 of the Leadership Members. There will be 1st Place, 2nd Place and a 3rd Place Winners for the best Themed Campsite. Winners will receive a gift and will have first picks on their campsite the following year. Campsites are judged on : Theme and Purpose, Creativity and Originality, Interaction, Eye Appeal and Overall Impression.
- Having a Team means you will be fundraising. You can fundraise before the event and come set up a campsite and enjoy the event or you can fundraise at the event. Many teams fundraise all year and at the event. For ideas on fundraising please contact: Vickie Terrell @ #1-307-640-4354 or any Leadership Member.
- Teams are expected to raise money through donations, corporate sponsors and team fundraisers. (Example of fundraisers: car wash, bake sale, yard sale, raffles, tshirts etc.)
- We offer several levels of sponsorship. See Corporate Sponsorship packets for details.
- Luminaries are \$10. The Luminaria Ceremony will be held on Friday May 19th, 2017 at 9pm. Luminaries are In Memory Of....In Honor Of....and In Thanks to Caregivers. Luminaria Forms

are available at the Relay Meetings, please see Lisa. All Luminaria forms and money are turned in at Bank night. Lisa will be handling all Luminaires for our Honorary Chairs and online luminaria sales. The luminaries you sell are to be put up in front of your campsite the day of the event. All luminaries you sell goes towards your teams fundraising money. All luminaries need to be in place and set up by opening ceremony @ 6pm.

- We will observe a moment of silence before and during the luminary ceremony from 8:55pm-9:30pm on Friday May 19th, 2017. We are asking for everyone to please honor this request and turn off all generators.
- Torches are also available for sale for \$100. See a Tri Lead for more details or to place an order.
- Ladder Luminaires are \$100 minimum. Glow sticks are used for all luminaria on ladders so please fill out the ladder luminaria form and give to Brenda or a Tri Lead.
- Purple Relay Bows are available. Please see Phyllis at the Relay Meetings. Bows are to be sold for \$10. Money will go towards your teams fundraising.
- You will receive a Relay Event Map when you select your Campsite. Map will show Team Captain Parking, Campsite Information and the layout of Event set up.
- Make sure to go to the Registration Tent at the Main Entrance when you arrive to set up your campsite on Friday May 19th, 2017. You will receive information on event and a trash bag.
- Please observe all signs.
- Team will need to provide their own set up.
 - Tent
 - Tables
 - Chairs
 - Lighting
 - Electrical/Generator (optional but keep in mind it gets dark early and lights are for the track and stage areas only so campsites can be dark)
 - Any decorations for your "Team Theme"
 - Volunteers or help to set up and break down your campsite.
- All teams are expected to clean up all their trash throughout the event. We will provide you trash bags for your team. Dumpsters will be provided, one on each side of the track. Please throw all trash bags in dumpsters. All cardboard must be kept separate from regular trash and placed in the trailer provided for cardboard only. Please break down and flatten any cardboard boxes.
- No cooking under tents. Campfires and open-cook fires (fires on the ground or fire pits) are not permitted. Gas and charcoal grills allowed, but must collect the grease in order to prevent accumulation on the ground and place burn barrels on cement blocks. There will be fire extinguishers located around camp areas for emergencies. If you have cooking equipment of any kind, please have a fire extinguisher on site.
- Generators are allowed in designated campsites, but must be turned off during the opening ceremony (beginning at 5:45pm), the luminaria ceremony (beginning at 8:55pm).
- No Smoking, Drinking, Profanity and Pets (or any animals other than for medical use only) are allowed at any Relay Event. This a policy of the Wayne County Fairgrounds as well as the Wayne County Relay for Life.
- NO skateboards, scooters, inline skates (roller blades), heelies or bicycles are allowed in walking area. No vehicles are allowed in campsite areas at any time. No running, sports activities or horseplay are allowed in the campsite area. No golf carts, ATV's, or any other motorized vehicles are allowed, with the exception of Relay for Life personnel. No digging.

- Children (0-14yrs of age) are not to be dropped off and left at the Relay Event at any time. Children must be accompanied by a supervising adult.
- Gates are open to the public Friday May 19th, 2017 at 1pm. Event will go through the night with Closing Ceremonies at 1am on Saturday May 20th, 2017. All campsites must be cleaned up and taken down by 12pm on Saturday May 20th, 2017.
- Gates will be opened for teams to setup on Thursday May 18th, 2017 from 8am-6pm (NOTE: there is no security on Thursday. It is at your own risk to leave your belongings unattended on Thursday or at any time). Friday May 19th, 2017 gates will be open for team setup at 7:00am. If you go to the very back parking lot of the fairgrounds and drive to the back gate you can drive your vehicle through the gate so you can unload any set up items. All vehicles must be moved from the track area by 11:30am on Friday May 19th, 2017.
- TEAM CAPTAIN PARKING LOT: This parking lot will be located on Genoa Road. From Genoa Road you will make a right and then an immediate right. You enter through the gate drive to unload your campsite, exit where directed to get back to the team captain's parking lot. Only team captains will be allowed to park in this lot so parking passes will be provided.
- SURVIVORS: Survivors may be dropped off at Gate 4 (this is where the survivor's tent will be located). There will also be designated parking in the main parking lot off of Genoa Road.
- Transportation will be provided from the parking lots for Handicapped individuals. Handicapped individuals may be dropped off at Gate 1.
- Restrooms are provided in several areas for everyone.
- We will have an Event Agenda that will be handed out to all Team Captains that will list all the Events that will be taking place. We will have entertainment throughout the event and Themed Laps are scheduled every hour. All ceremonies and times will be listed. Agenda will be given closer to the event date. Please attend Team Captains Meetings for more information and to receive Event Agenda.
- Many teams will have Food available throughout the event. Please encourage all team members and people you know to come out and eat at Relay since all profits go to our event.
- **ALL profits made at Relay should be given to Relay. It is a 100% profit event.**
- We will have scheduled Bank Nights before and after the Relay Event where you can turn in fundraising money for your team. We will also have a designated area at the event where you can turn in any fundraising money. Please pick up Accounting Sheets at a Team Captains Meeting. Accounting forms are required when turning in any money.
- RAIN OR SHINE the event will go on as planned on Friday May 19th, 2017. In case of adverse weather (ex: thunderstorm), you will be notified as soon as possible. Relay headquarters will make an announcement if a condition arises. If needed, there is shelter in the big white dome building.
- Security will be provided by the Wayne County Sheriff's Office. In case of an emergency, go to Relay Headquarters and advise them of your emergency.
- Please remember the American Cancer Society does not allow for the endorsement of any political candidate or legislative agenda to include the distribution of campaign pamphlets, the solicitation of signatures on petitions or the solicitation of donations by them or any other non-profit organizations either within the Relay grounds or parking area as designated by the Relay For Life Committee.
- On Thursday June 23rd, 2017 Relay will host a Recognitions Dinner for Team Captains from 5:30pm-7pm in the Wayne Hospital Cafeteria. Awards will be given to:
 - Top 4 teams for money raised
 - Top money raised for a rookie team

- Top 3 campsite winners
- Doc. Adams Spirit Award
- Other Specialty Awards, Gifts, and Door Prizes will also be given out.

If you have any questions please contact one of your Event Tri Leads.

Paula Cox - #919-922-3839
Ashley Woodard - #919-252-7104
Vickie Terrell - #1-307-640-4354

Thank you for joining Relay for Life of Wayne County!



@ RELAY FOR LIFE OF WAYNE COUNTY, NC