



Race Committee: 42nd Greater Gardner Turkey Trot
Regular Business Meeting Sunday August 29th, 2021 @ 4:30 pm
Dunn State Park 28 Pearl Street, Gardner, MA 01440

Agenda

- I. Call to Order**
- II. Approval of Prior Meeting Minutes**
 - A. None (this is the first of two meetings for the Turkey Trot)
- III. Greater Gardner Turkey Trot Organizational Introduction and Review**
 - A. Race Format
 1. Handout packets and review them
 - B. Sponsors
 1. Letters
 2. Shirt Color
 - C. Awards
 1. New Teams
 2. RaceWire
 - D. Volunteers
 1. Pies
 2. Traffic/CERT
 3. Water Stop
 4. National Anthem
 5. Early Registration/Bib Pick-up
 6. Day of Race Registration and Bib Pick-up
 7. Set up Finish-line
- IV. Member's Comments**
 - A. General Membership
 - B. Justice Graves
 - C. Candee Graves
- V. Adjournment**



Greater Gardner Turkey Trot

G.G.T.T. Leaders and Teams

ALL Coordinator Leaders must keep the Race Director's appraisal of **ALL** their efforts!

Coordinator Leaders can put together a team of volunteers to work with them.

This is vital for a successful race day!

Crew / Team / Leader	Responsible, Confirmation	SET
Advertising & Sales Coordinator Leader - Radio, Newspaper, Signs, Flyers Oversees the Sales Team.		
Sales Team - Letter & AD Forms Mailing for Donations & AD's (July/ August) Back of race shirt advertising, raffle, swag donations <i>note need check before that business from the list from the Coordinator Leader puts together so not to double ask)</i>		
HOT Beverages coordinator Leader- Incharge of getting Donations of Bar, Fruit, water for hospitality beverages. Take care of water during the race.		
Race Day Registration Coordinator Leader - Works along Side Race timing company. Booster Treasurer taking care of on Race Day Cash Box, Cash Award for Overall winner, Bank Deposit after race.		
Finish Line coordinator Leader -		
Photographer for Race Day		
Start Line Coordinator-	Justice Graves	
WATER STOP VOLUNTEERS (2-3) 8AM		



Greater Gardner Turkey Trot

NEED for RACE DAY / EARLY BIB PICK-UP

RACE Director

Items	Done
5 Club Walkie Talkies (Those that have their own please bring them as well) Bull horn	
Club Game Day Sound System	

Morning Course Set-up 5AM -6:30AM / (Get out shed Tuesday night)

Items	Responsible	Done
Traffic Cones, Traffic Flags, Race Finish chute		
Mile Markers signs		
G.G.T.T. Step through Banner (Pictures)		
Water Stop - wht. table in shed		
Water cooler - Fill Water Coolers on race day - Cups		
Water Stop 1 Trash Can, Dust Pan & Broom or Shovel for water stop, bags		
Finish line - 1 Trash Bags, Barrel finish line		
Giant Finish Flag		
Sponsor Banner		
1 Orange Team 10 x 10 Tent /1 blk Tent		
2 Tables	(Graves)	
Rope for Banners, Zip Ties		
Timing company meet 6 AM Finish line		



Greater Gardner Turkey Trot

Registration Early Pick-up Wednesday 4:15 PM/ 6:50AM Thursday RACE DAY			
Item	Wednesday Stations set-up	Responsible	Done
Writing Pens & Markers, Paper, clip boards		Race Director	
Bib Pins		Race Director	
Music recorded to play (If needed) Game Day System			
Alphabetized 5K Race T-Shirt List give Bib numbers		Start Coordinator	
Cash Box & Change \$200 \$5 & \$10's		Booster Treasurer	
Boxes for Shirts & Bibs bag pick-up		Race Director	
Race Course Map		Start Coordinator	
Duct Tape, Bandages/First Aid Kit, Scissors		Race Director	
Fill Water Coolers on race day			
Race Day Race order forms			
Pick up Race T- Shirts (Bag them with Bibs/ box them numerical) Shirts without bibs separate boxes for each size.		Race Director	
TABLE TALK PIES / Arrange / Pick-up /			



Greater Gardner Turkey Trot

START LINE / HALL RACE 6:00 AM

Items	Responsible	Done
5 Club Walkie Talkies (Those that have their own please bring them as well)	Start Coordinator	
Club Game Day Sound System	Start Coordinator	
Bull horn	Start Coordinator	
Sponsor Banner	Start Coordinator	
MEET TIMING COMPANY 6AM START LINE		

FINISH / Baldwinville Hall 7AM (MAKE COFFEE / SET UP)

Items	Responsible	Done
Napkins,Plates,Small Paper cups, Coffee cups (300 or 500) Spoons		
Food Gloves,Fantastic Spray,Paper Towels		
10 Cases Bottle water get Donation		
Coffee, Juice, Cookies		
Sugar, Creamer		
G.G.T.T. Awards medals, course record awards, team trophy-	Race Director	
Chalk Board		
RED APPLE FARM PIES - Arrange Pick-up /		



Greater Gardner Turkey Trot

NOTES:

DATE	TIME	LOCATION	STATUS
11/27/2020	8:00 AM	Greater Gardner High School	Completed
11/28/2020	8:00 AM	Greater Gardner High School	Completed
11/29/2020	8:00 AM	Greater Gardner High School	Completed
11/30/2020	8:00 AM	Greater Gardner High School	Completed
12/01/2020	8:00 AM	Greater Gardner High School	Completed
12/02/2020	8:00 AM	Greater Gardner High School	Completed
12/03/2020	8:00 AM	Greater Gardner High School	Completed
12/04/2020	8:00 AM	Greater Gardner High School	Completed
12/05/2020	8:00 AM	Greater Gardner High School	Completed
12/06/2020	8:00 AM	Greater Gardner High School	Completed
12/07/2020	8:00 AM	Greater Gardner High School	Completed
12/08/2020	8:00 AM	Greater Gardner High School	Completed
12/09/2020	8:00 AM	Greater Gardner High School	Completed
12/10/2020	8:00 AM	Greater Gardner High School	Completed
12/11/2020	8:00 AM	Greater Gardner High School	Completed
12/12/2020	8:00 AM	Greater Gardner High School	Completed
12/13/2020	8:00 AM	Greater Gardner High School	Completed
12/14/2020	8:00 AM	Greater Gardner High School	Completed
12/15/2020	8:00 AM	Greater Gardner High School	Completed
12/16/2020	8:00 AM	Greater Gardner High School	Completed
12/17/2020	8:00 AM	Greater Gardner High School	Completed
12/18/2020	8:00 AM	Greater Gardner High School	Completed
12/19/2020	8:00 AM	Greater Gardner High School	Completed
12/20/2020	8:00 AM	Greater Gardner High School	Completed
12/21/2020	8:00 AM	Greater Gardner High School	Completed
12/22/2020	8:00 AM	Greater Gardner High School	Completed
12/23/2020	8:00 AM	Greater Gardner High School	Completed
12/24/2020	8:00 AM	Greater Gardner High School	Completed
12/25/2020	8:00 AM	Greater Gardner High School	Completed
12/26/2020	8:00 AM	Greater Gardner High School	Completed
12/27/2020	8:00 AM	Greater Gardner High School	Completed
12/28/2020	8:00 AM	Greater Gardner High School	Completed
12/29/2020	8:00 AM	Greater Gardner High School	Completed
12/30/2020	8:00 AM	Greater Gardner High School	Completed



What the week looks like / Wednesday and Thursday traditionally

- Get Petty Cash for day of registrations (Booster Treasurer)
- Print day of registration forms

Tuesday:

- Pick up table talk pie (Worcester bring by 4:30pm Wednesday)

Wednesday:

- Pick up pies for Red Apple Farm and deliver to Legion
- Black board, coffee stuff etc... deliver Legion
- Set up auditorium at City Hall
- Bring Printer set-up
- Print lists all pre-registered athletes (with BIB Assignments)

-Mark the course

- Work pre bib pickup from 4:30-7pm (4-7 GHS, NRHS volunteers needed)

Thursday:

Set Course / Race Shoot - 5:00 - 6:30 AM (2 mark course, drop water stop, table, water, barrels)(need additional 3 by 5:45 AM set the cones finish line, Step Through Banner)

Open Auditorium - 6:30AM

Day of Registration opens 7AM

Pre Race Announcements - 7:45 AM (Start Coordinator / Race Director)

Traffic - (1 near other side near the old Bank America, bank (1-2) Near Liquor store)

National Anthem- 7:50AM (Boy scouts Honor Guard) GameDay Box

Brisk Walkers Start - 8AM

Runners Start - 8:30AM

phone calls / Walkie to timing company for each start and to make sure they have received all day of entries.



Staffing: (Race Director, Coordinators, Announcer, timers not in count)

Start Gardner- (6-9)

Day of Registration - 2-3 (WALKIE / PHONE)

Pre Registered BIB Pickup - 2-4

Start Line- 1 Start Coordinator, Race Director WALKIES/PHONES

Traffic - (1-2) Near Liquor store)

Truck to follow last athlete & clean course (traffic, side near the old Bank America / Walkie/PHONE

Auditorium Clean up - (Thanksgiving valuables race Director takes,

Race Director goes back on Friday / Saturday afternoon, w/ few helpers)

WATER STOP-(2-3) need set-up station, hand out water, Pick-up station / cups (WALKIE / PHONE)

Table, BLK Tent etc will be drop off & pick-up by Mile marker set up / last truck.

Finish Baldwinville- (5-8) (Coordinator, announcer, Director not in count, Timers)

Finish Line - 1 coordinator to manage volunteers WALKIE / PHONE

Hot beverage - 1 Adult & 2 volunteer

Finish Line 1-3 - 1 Adult / 1-2 volunteers

Finish Line Announcer or(Director/Coordinator)- 1

Traffic near Finish line - 2 ADULT Volunteers

Awards - 3 usually race director, Start & Finish Coordinator

Additional Information

Wilson Bus Starts pick-up Baldwinville 6:45AM , Last Trip Gardner 10:30 AM

Contacted City Hall to pick up Key - Race Director

Contact City Hall Internet person - BOX

Gardner PD - Traffic Detail

Templeton PD Traffic Detail

Gardner Fire - BIG FLAG

Gardner DPW- Cones, Signs

Calling Templeton power and light- Finish line



PHONE NUMBERS:

Candee Graves- Race Director - 508-414-9734

Justice Graves - Start Coordinator -774-641-8394

Finish Coordinator -

Traffic-

Follow-up / clean-up Truck-

Hot Beverages / Hall -

Water Stop-

Registration-

Timing Co Start-

Timing Co Finish-

(Note: Contact Templeton Cert ask if they have a few people that could do Traffic in Baldwinville Thanksgiving)

THANKSGIVING MORNING TRADITION

THURSDAY, NOVEMBER 25, 2021



WALKERS START 8:00AM / RUNNERS START 8:30AM

Bib pick-up starts 7am

**GARDNER CITY HALL PERRY AUDITORIUM
95 Pleasant St, Gardner, MA**

*42nd GREATER GARDNER TURKEY TROT PROCEEDS BENEFIT
NARRAGANSETT & GARDNER HIGH/MIDDLE SCHOOL TRACK & CROSS COUNTRY PROGRAMS*



Greatergardnerturkeytrot.org

PRE-BIB PICKUP ON THE NOV. 24th FROM 4:30-7PM GARDNER CITY HALL PERRY AUDITORIUM

