



CHICAGO EVENT
MANAGEMENT

2019 BANK OF AMERICA CHICAGO MARATHON COURSE FLYERING

Overview:

Course flyering is part of the Bank of America Chicago Marathon Community Outreach Program. Cars and vehicles on the Marathon course and adjoining streets are notified of street closures and traffic restrictions. This notice allows residents and non-residents to either make alternate plans or come out and support the event on October 13, 2019. Course flyering supplements the work done by local officials to inform residents of the event as well as a street closure notifications and mailings to all affected neighborhoods.

Details:

5:00 a.m. – approximately 7:00 a.m.

Sunday, October 6, 2019

Pre-determined meeting place; share with your team

What to Bring:

- Comfortable shoes
- Weather-appropriate clothing
- Backpack
- Fully-charged cell phone

Contact Information: Erik Graves, Manager, Event Partner Relations, erik.graves@cemevent.com, 312.965.3294 (mobile)

Zone Captain Instructions:

1. Register as a volunteer for your zone at www.cemevent.com/course-flyering. Once registered, you will be assigned as a manager so you will have the ability to view your volunteers.
2. Recruit 8-10 volunteers. Instruct volunteers to register for your zone at www.cemevent.com/course-flyering.
3. Track volunteer registration by logging in to your account at <https://cem-int.emos1.com>.
4. Complete and submit the volunteer donation request form on or by the date of the course flyering project. The request form is available at www.cemevent.com/course-flyering.
5. Communicate check-in location and final details with your volunteers in advance of the course flyering project.
6. Check-in and check-out volunteers at beginning and end of course flyering project, collecting safety gear and remaining flyers at conclusion of project. In an effort to be more sustainable, please take inventory of leftover flyers and inform Erik Graves of what was not used so we can reduce quantities in the future.
7. Manage volunteer group at course flyering project.

Volunteer Instructions:

1. Zone Teams will gather at the CEM Warehouse, or a location of your choice that's easily accessible and located near the event route, to receive high-visibility reflective safety gear, flyers, and additional information.
2. Using the provided maps, Zone Teams will place a flyer on the windshield of each vehicle, on both sides of the street, on all streets designated in their zone. Be prepared to explain what you are doing should you be asked by any residents or passers-by.
3. Each Zone Team can determine the most efficient method; we suggest pairs or groups of three, dividing up within zones.
4. Each team member must wear a high-visibility reflective safety vest **at all times** and no **individual should flyer alone**.
5. Log any construction projects, large potholes, metal street plates or other street issues, including the exact address and a photo. Instructions for logging this to a Slack channel will be provided.
6. Have fun! Take photos and use the hashtag #MyChicagoMarathon and #CEMevent when sharing!
7. Upon completing your zone, you must return high-visibility reflective safety gear and flyers and sign out with your Zone Captain.