



CHICAGO EVENT  
MANAGEMENT

## 2019 BANK OF AMERICA SHAMROCK SHUFFLE COURSE FLYERING

### Overview

Course flyering is part of the Bank of America Shamrock Shuffle Community Outreach Program. Cars and vehicles on the 8K run 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 March 22, 2020. 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

Date: Sunday, March 15, 2020  
Time: 5 a.m. – 7 a.m. (approximately)  
Location: Mercy Home for Boys & Girls, 1140 W. Jackson Blvd., Chicago, IL 60607

Meet at the building on the northwest corner of W. Jackson Blvd. and S. Aberdeen St. Enter off of S. Aberdeen St. Please go directly to this building and not the main entrance of the Mercy Home.

Note: Some Zone Captains designate a different check-in location.

Contact: Erik Graves, CEM, 312.965.3294

### What to Bring

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

### Volunteer Instructions

1. Zone Teams will gather at their designated check-in location to receive high-visibility reflective safety gear, flyers and instructions.
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 #ShamrockShuffle when sharing!
7. Upon completing your zone, you must return high-visibility reflective safety gear and flyers and sign out with your Zone Captain.



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### Zone Captain Instructions

#### *Volunteer recruitment*

1. Register as a volunteer at [www.cemevent.com/course-flyering](http://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 6-8 volunteers.
3. Instruct volunteers to register for your zone at [www.cemevent.com/course-flyering](http://www.cemevent.com/course-flyering).
4. Track volunteer registration by logging in to your account at <https://cem-int.emos1.com>.
5. Send volunteers an email or text the week of the project reminding them of the date, time and check-in location for your Zone Team.

#### *Volunteer management*

1. Communicate check-in location and final details with your volunteers in advance of the course flyering project.
2. Check-in volunteers at beginning of the project.
3. Provide instructions and safety reminders before
4. At the conclusion of the project, collect safety gear and remaining flyers. If you did not check-in at the Mercy Home for Boys and Girls, please coordinate with CEM staff to return these items.
5. In an effort to be more sustainable, please take inventory of leftover flyers and inform us of what was not used so we can reduce quantities in the future.

#### *Volunteer donation*

1. 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](http://www.cemevent.com/course-flyering).