



2021 Chicago Event Management Contractor Statement of Work

Event: Bank of America Chicago Marathon
Role: Accreditation Coordinator

Role Summary:

The Accreditation Coordinator reports to the Associate Director, Workforce Management and will support the accreditation needs of the Workforce Management team. Accreditation includes all items that may be assigned to an individual associated with the event, such as event staff, volunteers and vendors. These items include but are not limited to the following: merchandise, credentials, safety vest, radios, parking, and meals. This role includes packing these items at a warehouse and the contractor is responsible for their transportation to/from the warehouse as an established place of work for CEM.

STATEMENT OF WORK:

Event Staff Registration

- Assign accreditation items to activated roles within the event staff registration system, EMOS

Merchandise

- Create merchandise items in EMOS and coordinate the tracking of inventory
- Pack and distribute merchandise to the respective distribution locations

Credentials

- Based on Program Manager Meeting, update credential requests in EMOS
- Coordinate with IT Director to secure phone numbers for back of credentials
- Route copy for credential backs for review by leadership team
- Coordinate credential stringing projects with volunteers with the support of the Manager, Volunteer Program
- Pack and distribute credentials to the appropriate individuals and distribution locations

Safety Vests

- Create safety vests in EMOS, pack and distribute to the respective distribution locations

Radio

- Create radio list with channels and accessories to inform radio order
- On-site contact during race week for any radio assignment issues
- Create radio channels in EMOS and assign accordingly to staff, volunteers and vendors

Parking

- Determine parking needs for any staff, volunteers and all vendor groups
- Based on Program Manager Meetings, update requests for parking placard types, quantities to produce and manage distribution
- Purchase, coordinate and distribute all parking for staff, volunteers and vendors



CHICAGO EVENT
MANAGEMENT

Meals

- Coordinate the appropriate catering options for race week meals for Workforce Management areas
- Consult with Sustainability Manager to incorporate sustainability initiatives in race week meals
- Based on program manager meetings, request meal and coffee needs for race week & event day
- Order, coordinate, and distribute all meals in order to meet event needs, with the support of a meal distribution team
- Oversee the production of the Staff Lounge, the facility which distributes meals race week

This is a contractor role through October 2021 with the opportunity to grow within the company.