

Walk it Out! Walk-A-Thon Volunteer Sign-Up Sheet



To: Prospective Walk-A-Thon Volunteers

We're asking people who would like to volunteer at the walk-a-thon on **Saturday, October 20, 2018 at Planet Fitness, 4601 Northfield Rd., North Randall, Ohio 44128** to please check the areas below in which you would like to work. **Please return the form by Friday, October 12, 2018 to an organization representative.**

Volunteers are needed for the following job tasks:

Set-Up Crew: The crew will need to meet at Planet Fitness at 7:00 am to setup tables, chairs, and check-in stations. **(10 volunteers required)**

Clean-Up Crew: Making sure tables and chairs are put away in storage and all areas are clean and spotless. **(6 volunteers required)**

Coaches/Lap Counters: Serve as a liaison between registration volunteers and walkers. Providing oversight and direction throughout the walk process (i.e., stamping every walker's card after completing a lap and directing them to the check-out station when they are finished. **(6 volunteers required)**

Vendor Tables: Volunteers will be responsible for registering all participating vendors, assisting them with assembling and distributing information and other related items or materials. **(6 volunteers required)**

Registration: We need volunteers to ensure proper sign-in and sign-out procedures are followed for all participants. Prepare and distribute registration materials (i.e., forms and applications, etc.) packages (i.e., t-shirts, shoe strings, goody bags etc.) and signage as required **(6 volunteers required)**

Hospitality: Volunteers need to meet promptly in the foyer of Planet Fitness at 7:00 am to meet and greet participating vendors, speaker's, media personnel and all other guest the day of the event. **(6 people required)**

Media/Speakers: We need volunteers to ensure all media personnel and speakers materials and equipment is set-up and placed in the proper place in a timely manner, in addition to ensuring other needs they may have (ie., electricity, water etc.) are being met. **(6 volunteers required)**



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Name: _____

Address: _____

City/State/Zip _____

Phone: _____ Email: _____

Please indicate job tasks interested in working by circling one of the categories above!

P.O. Box 248154, Lyndhurst, Ohio 44124
www.pneumalifefoundation.org pneumalife1996@yahoo.com
(216) 263-6044