Ruby Roubaix Gravel Fondo
2023

Committees / Tasks / Lead Contacts

Committee Leader(s)	Committees Identified	Tasks Include
Kerry & Jennifer S	Marketing	Verbal, printing, social media shares, signs, banners, website
Kerry & Jennifer S	Fundraising	Circle back with sponsors, approach new sponsors, …
Kerry	Registration (online and manual until event)	Monitor Bike Reg, Report to board, Watch for issues
Kerry	Photography and Drone Video	Secure and support photographer and videographer at event
Kerry	Kerry will arrange for all foods and beverages (Not aid stations) J.Sprout will deliver	Notify Las Brisas, secure pricing, find beverage sponsor, ice for event, ice truck/chests
Jason	Event Permits	Secure event permits from govt organizations
Jen Roberson / Kerry	Registration (packet pickup, category changes, etc. on day before event)	Check riders in, answer their questions about event, give them the SWAG bag
Jen Roberson	Aid/Food Stations (Support along course)	Idenitfy number of stops, determine what is needed there, gather volunteers to hand snacks & beverages out during the day.
Jen Roberson	Event Course - Marking & GPS coordinates	Day before event - mark course, place signage and etc.
Jen Roberson	Race Results / Timing	Coordinate timers, volunteers watching for bib #s, manage no-shows and DNF, etc.
Hillary	SWAG	Assemble bags (make sure there are enough for entries)
Pedro	Blue Room Coordination	Identify number, locations, pricing agreement, delivery and retrieval plan for course, school house and camping
Lana / Kerry	School House Set Up	Day before/Day of event - tables, chairs, tents, banners, registration area, supplies arranged, etc.
Lana / Kerry	School House Lead for Communications	Headquarters manager - check in volunteers, field various questions, etc. - know who to call
Matt M	Cleanup	Scouts will help with cleanup - We will provide donation
Matt M	Camping Spot in Lamoille (same as last year - pending)	Not sure whether camping will be available in town at this time
Matt M	Emcee	
		Announce / Entertain / Promote sponsors, volunteers, etc
Frans Y	Course Safety, Communications, SAG	Coordinate category 'lead out', SAG vehicles, first aid plan on course, radio communication on course, etc.