

Spectator Area Marshall Job Description

Vision:

What you deliver: Safe, efficiently run spectator areas with great viewing opportunities.

How you deliver: Give Spectator Area workers a successful experience. Create a professional but friendly atmosphere for both workers and spectators.

Responsibilities:

Spectator Area Set Up

Spectator Area Operations

- Parking Control
- Crowd Control

Spectator Area Tear Down and Clean Up

Others on Your Team

Captain of Spectator Area

Law Enforcement Officers

EMT's

Boy Scouts - Pass Sales

Check List:

Day of Event at Holiday Inn:

- ◇ Meet with Captain to go over any last minute details.
- ◇ Get T-Shirt and room rebate if appropriate from Chief of Staff
- ◇ Help transport all equipment to site (family radios, bibs, pennant ribboning, stakes etc)
- ◇ Assist erecting sponsor's banners and signs to be placed at each spectator area

Spectator Area Set Up and Operation

- ◇ Position parking staff and adventure pass sales staff (for early bird spectators). We recommend swapping parking staff with marshals on a day by day basis – Fri parking does marshal on Sat and visa versa.
- ◇ Place pennant ribbon that defines there boundaries of the spectator area
- ◇ Set up sponsor's banners at the planned locations. Metal stakes will already be in place.
- ◇ Position remaining spectator marshals
- ◇ Test your communications net
- ◇ Keep in communication with other marshals during the running of the stage. Look for potential trouble areas and try to handle before small problems become larger.
- ◇ Help take down all stakes, signs, sponsor's banners and ribbon in the vicinity of the parking and spectator area.
- ◇ Help return all materials, equipment and banners to Equipment Manager or Chief of Spectator Areas. Be particularly careful with sponsors banners (so someone does not walk off with them – and we have to pay for them).