

Saturday, March 11th (Day Before the Event)

Title	Shift	Time	# of Volunteers Needed	Description	Special Notes/Requirements
Packet Pick-Up (Offsite)	1	8:30am-12:00pm	0	Hand out packets to registered participants and accept donations.	Located at the Fado Irish Pub, Pioneer Square
	2	11:30am-3:00pm	0		
	3	2:30pm-5:30pm	0		
Set-Up at Columbia Center		8:00am-12:00pm	0	Various tasks to prepare the building for the event.	Some heavy lifting may be required.

Sunday, March 12th (Day of the Event)

Title	Shift	Time	# of Volunteers Needed	Description	Special Notes/Requirements
Volunteer Check-In & Escorts	1	5:00am-9:00am	0	Check in volunteers as they arrive, hand out t-shirts and escort volunteers to their stations.	
	2	9:00am-1:00pm	0		
	3	1:00pm-5:00pm	0		
Building Monitors	1	5:30am-10:00am	26	Stationed at various points around the building to make sure that only participants and volunteers enter and provide directions	Specifc area will be assigned upon arrival on event day
	2	9:30am-1:30pm	0		
	3	1:00pm-5:30pm	30		
Event Greeters	1	5:30am-10:00am	0	Greet participants and volunteers as they arrive, answer questions and direct the flow of traffic.	Must be friendly and enthusiastic!
	2	9:30am-1:30pm	0		
Participant Registration	1	5:30am-10:00am	0	Hand out packets and wristbands to registered participants, honorees and volunteers and accept donations.	Must be comfortable working in a busy, fast-paced environment.
	2	9:30am-1:30pm	0		
	3	1:00pm-5:00pm	0		
Bottle Changer Check-In	1	5:30am-10:00am	0	Check-in bottle changers as they arrive at the loading dock and provide them with a wristband.	This is an outside position
	2	9:30am-1:30pm	0		
	3	1:00pm-5:00pm	0		
Bottle Changer Escorts	1	5:30am-10:00am	0	Escort bottle changers from the loading dock to their appropriate stations; help carry bottles.	Lots of walking and some lifting required- this position will be both inside and outside
	2	9:30am-1:30pm	0		
	3	1:00pm-5:00pm	0		
Floaters	1	5:30am-10:00am	10+	Assist wherever needed in the event of no shows or busier than expected areas.	Must be flexible.
	2	9:30am-1:30pm	0		
	3	1:00pm-5:30pm	10+		
Media Greeters / Escorts	1	7:00am-11:00am	0	Greet and escort media representatives throughout the building.	Lots of walking required
	2	10:30am-2:30pm	0		
Atrium - T-Shirts	1	6:30am-10:30am	0	Hand out participant t-shirts.	
	2	10:00am-2:00pm	0		
	3	1:30pm-5:00pm	0		
Atrium - Info Booth	1	7:00am-12:00pm	0	Answer participant questions (provide directions, lost and found, etc.)	FAQ list and staff support will be provided.
	2	11:30am-4:30pm	0		
3rd Floor - Rehab	1	7:00am-12:00pm	0	Hand out food and refreshments to participants post-climb.	
	2	11:30am-4:30pm	0		
40th Floor Bottle Changer Assistants	1	7:30am-11:00am	0	Identify department, relay information to bottle changer. Assist with carrying bottles if necessary.	MANDATORY PRE-EVENT TRAINING REQUIRED
	2	10:30am-2:00pm	0		
	3	1:30pm-5:00pm	0		
Start Line	1	7:30am-12:30pm	0	Escort participants and hold directional signs, keep track of timer, check IDs, etc.	Specific task will be assigned on event day - these positions will be both inside and outside
	2	12:00pm-4:30pm	0		
Water Stop	1	7:30am-11:30am	0	Pour and distribute water, cheer on participants as they climb.	This is in the stairwells and is a very active position
	2	11:00am-2:30pm	0		
	3	2:00pm-5:30pm	0		
Top Floor	1	7:00am-11:00am	0	Check timing chips, meet participants at the finish and lead them to the recovery area, hold gear, monitor flow of top floor and elevators.	MANDATORY PRE-EVENT TRAINING REQUIRED
	2	10:30am-2:30pm	0		
	3	2:00pm-5:30pm	0		
Clean-Up		4:00pm-6:00pm	0	Clean up areas, restore building.	Some heavy lifting may be required.
Sweepers		4:00pm-6:00pm	0	Follow the last climbers up to make sure everyone finishes.	Must climb all 69 floors!