

Montague Soapbox Derby

Planning Document



Typically held on the third Sunday in September

1st Street hill at Unity Park, Turners Falls, MA
Race time: Noon to about 3:00 PM

www.MontagueSoapboxDerby.com

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Race Director, Publicity: Mik Muller, (413) 320-5336
Race Officials Coordinator:
Inspector Coordinators:
Vendor Coordinator:
Finish line Coordinator:
ATV / Cart Transport Coordinator:
Park Coordinator: Jon Dobosz, (413) 863-3216
Sponsors Coordinator:
Video Coordinators: Dean Garvin (413) 863-9200
50-50% Raffle Coordinator:

Montague Soapbox Race Overview

Date: **Sunday, September ???**. First vehicle launches at 12:00 noon. Vehicles launched in two-minute intervals, two heats each. Total race time should last about three hours.

Location: Unity Hill / 1st Street, starting at the top, near Maple Street.

Vendors in the park, including a roped-off, reserved Beer Garden, who will supply their own insurance. More details on page 6.

Total estimated attendance, 1,000 - 2,000 people.

Racer fee is \$25. Vendors \$70 - \$120. Advertiser and Underwriter opportunities.

Racers grouped into three age brackets: Kids 8-12 yrs old; Teens 13-19 yrs old; Adults 20+ years.

Kid-class racers will start at the middle of the hill. Teen-class racers at the top of the hill. Adult-class racers will start at the top of the hill on the ramps.

Vehicles arrive at the Staging Area, Ave A and 1st Street, at 8:00. After checking in and going through the safety inspection, all racers will line up at the bottom of the hill at the curve. After the National Anthem, the carts are towed to the top of the hill and will go two at a time in 90-second intervals.

From the top, the hill drops 60' in less than 300' of road (1/20th of a mile). Depending on wheel gear and aerodynamics, carts starting at the top may reach speeds of 40mph at the bottom where 1st Street takes the left bend at the river. Serious inspections will minimize crashes and breakages.

All vehicles must be gravity powered (no propulsion), and hand-made of any materials desired. No prefabricated or kit cars accepted. In the Staging Area each cart will be inspected by professional auto mechanics for safety and constraints: less than 12' long, 6' wide, 4' high and weight limits based on their age class:

- o Kid-class racers, 250 pounds including the racer
- o Teen-class racers, 350 pounds including the racer
- o Adult-class racers, 450 pounds including the racer

Vehicles will range from slick distance racers to anything the imagination can conjure up. To gain more showmanship points, participants can wear outrageous costumes.

Trophy cup awards ceremony for each age group and five bonus style categories.

Printed applications and waivers will be made available at the TV station, the three libraries, and Town Hall. Racers may also sign-up online using an online form and PayPal.

The race is a fundraiser for MCTV. With the extended live broadcast, we should make some \$\$\$.

Mandatory Approval Checklist

- Insurance – K&K Amateur Tournaments. \$1M coverage for \$310. (800) 426-2889
- Parks & Rec – must fill out park usage form
- Police Dept – will provide detail cop
- Selectboard – to provide final approval
- Contact Chris Couture to see if we can use his lot behind Shady Glen

Race Coordinators

Race Director: Mik Muller, (413) 320-5336

Coordinates all Race Coordinators, and is the liaison between the Race, the Town and MCCI.

First Aid:

Town police will be on site and can provide assistance or call for backup.

Inspector Coordinators:

In charge of the inspection team at the Vehicle Inspection stations who will process all race vehicles. Multi-point inspection will result in an inspection sticker. Chuck Vassar has the weighing scales.

50-50% Raffle Coordinator:

Race Officials Coordinator:

Responsible for coordinating the Race Officials who check-in the vehicles (2), confirm the inspection sticker (1), manage the start line (4), end-of-race timing and reporting (3), announcer platform recording of results (1). Race Officials will also manage and hand out the trophy cups at the end. 11 people total? Jon Dobosz has stop watches.

Race Announcers and Judges:

- Russ Brown – Announcer
- Montague Selectboard chair Patricia Allen (and style judge)
- Changes every year. In the past we've had Steve Kulick, Stan Rosenberg, Michael Nelson...

Race Volunteers Coordinator:

Responsible for coordinating all grip-level volunteers, including placing and removing traffic signage via pickup truck (2), traffic directing at the staging entrance (1), "guarding" the tow-vehicle parking and 1st street blockade (2), roving about the vendor area (2), watching the track for debris and pedestrian interference or crossings (6), assisting racers and inspectors in the staging area (4), others on hand for running for supplies if needed (2). These volunteers could also need to be on-hand to help lay out the bales and then break them back down afterwards. 20+ people?

Park Coordinator: Jon Dobosz, (413) 863-3216

Responsible for coordinating park resources. Will provide bathrooms.

Hay Bale Advert Coordinator:

Responsible for coordinating and recording hay bale advertisers, and race sponsors and underwriters. Should potentially try to wrangle up as many advertisers and sponsors as possible.

Vendors Coordinator:

Responsible for coordinating and recording vendors, and laying out a vendor spot plan, assigning slot numbers to each vendor.

Publicity Coordinator: Mik Muller

Responsible for coordinating media contacts and promotion.

Video Coordinator: Dean Garvin (413) 863-9200

Responsible for coordinating technology for the multi-camera shoot, as well as camera people.

Custom Trophies Coordinator:

Publish call for trophies for race. At least six trophies

List of other volunteers

- ❑ general grip
- ❑ merchandize table
- ❑ weighing scales

Possible Other Involved Groups

- ❑ Tech school and/or High school

Race Day Issues to Consider

- ❑ Turners/Gill bridge one-way into town
- ❑ Resident on hill, Fred Cassidy, to park in Kostanski driveway during race. Need yellow caution tape and tomato stakes to cordon off his property from spectators.

Documentation Needed for Racers

- ❑ Race Rules manual, including safety guidelines
- ❑ Racer application and waiver
- ❑ Website – www.MontagueSoapboxDerby.com

Parking Concerns

Up to 2,000 spectators could result in a lot of cars. Perhaps 500 visitors will be locals, walking.

Up to 75 cars will be tow vehicles for the carts, parked on 1st Street behind Shady Glen, Chris Couture's lot (he may be leasing the lot in September), and the old police parking lot. Overflow can be parked on L and 2nd Street. Parking attendants in this area will help keep tow vehicles parked tight, and no other cars in the area.

We estimate 600 cars will need to park elsewhere. It is believed that the side streets of Turners Falls and various local parking lots can accommodate this number of cars. Tom Bergeron commented that Turners Falls can accommodate this number of cars.

Publicity

- ❑ Press Releases to local papers: *Montague Reporter, Greenfield Recorder, Republican, Gazette, Advocate, Town Crier, Berkshire Eagle, Pittsfield Gazette*
- ❑ Frequent posts to local websites, including *MontagueMA.net, GreenfieldMA.net, ShutseburyMA.net, LeverettMA.net, AtholOrangeMA.net, NorthfieldBernardstonMA.net, HilltownConnect.com, Penrick.com.*
- ❑ PSA slides and 1-min spot to local public access TV stations, including *MCTV, GCTV, AOTV, BNCTV, FCAT and Falls Cable.* Will also “bicycle” videos to various stations.
- ❑ Interviews / news stories on local radio, such as *WRSI, WHAI, WHMP, WJDF, Bear Country.*
- ❑ Weekly Racer Highlight on *Bear Country with Kevin Collins*
- ❑ Story on local news, ie; *Channel 22, WGGB*
- ❑ ~~1,500 postcards left around the various towns.~~
- ❑ 250 posters taped up around the various towns.
- ❑ Six-issue advertising and article campaign in the *Montague Reporter*
- ❑ Inclusion in every *River Culture* e-newsletter until the race.
- ❑ Mail posters and application forms to every Town Hall Clerk and library in Franklin County.

Race Day Materials Required

Event Specific Materials

- ❑ 650 Hay Bales
- ❑ Coffee and pastries for set up morning (purchased from Second Street)
- ❑ 20 pairs of garden gloves to handle the bales. Each bale weighs about 60 lbs!
- ❑ Leaf blower to sweep hay off track before race, and afterwards
- ❑ **CONTACT THE JAIL FOR ORANGE SUIT ASSISTANCE WITH HAY**
- ❑ 15 barricades (hiway dept loan)
- ❑ Race Car Scales
- ❑ 20' Trailer flatbed for announcers
- ❑ 4-horn Public Address system (Greg Stewart, in exchange for bale sign)
- ❑ 1 large gas generator for platform (borrow two, one for backup)
- ❑ Several extension cords (from MCTV)
- ❑ Uninterruptible Power Supply (MCTV)
- ❑ 2 Port-O-Potty in park by Beer Garden and 1 on outside of turn (A-1 in Bernardston)
- ❑ 2 Cart start-blocker
- ❑ 6000' Caution tape and tomato stakes
 - Fred Cassidy's property
 - Along track at bottom of hill
 - Chris Couture's lot
- ❑ 16+ Two-way Radios (MCTV)
- ❑ Measuring tape for inspection
- ❑ Chalking machine for vendor slot marking, and start and finish lines (Jon Dobosz)
- ❑ Folding tables and four chairs for announcers and first aid tent (MCTV)
- ❑ Tent and table and two chairs for race merchandise booth, cash box, etc. (Anne / Donna)
- ❑ 15 "Event boxes" cardboard garbage cans (DPW)
- ❑ Ten sheets of paper cut oval and sharpies for on-day racer registrant's race numbers
- ❑ Scotch and masking tape and staple guns
- ❑ Six clipboards
- ❑ Various pens and markers
- ❑ Twenty blank entry forms
- ❑ Medical supply bag
- ❑ 50-50% Raffle tickets
- ❑ Spare gas tank
- ❑ Four 11' lengths of strong rope and carabineers for pulling carts

Merchandise and Trophies

- ❑ T-Shirts (Silverscreen Design)
- ❑ Previous years stadium cups and pint glasses
- ❑ Posters
- ❑ Trophies:
 - 9 total: 3 for each age group
 - Additional 5 for style (created by local artists)
- ❑ MCTV banner
- ❑ Table
- ❑ Chairs
- ❑ Tent
- ❑ Cashbox
- ❑ MCTV shirts
- ❑ Price Signs

Signage

- ❑ Paper signs affixed to blank lawn signs, each stapled to poles, and placed in strategic spots around town for traffic control. Traffic Control plan laid out later in this document.
- ❑ 10' banner attached to the announcers platform
- ❑ Hay Bale advertising signs
- ❑ Cable ties to affix bale signs to bales

Race Day Full Details

There will be eight areas associated with the event:

- ❑ Staging Areas
- ❑ Race Starting Line
- ❑ Race Track and Spectators
- ❑ Announcers Platform / MCTV Control Center
- ❑ Race End Stretch
- ❑ Racer Tow Parking
- ❑ Vendors Area

Police

We hire one detail patrolman for the race. Estimates 3 hours.

Check-in Area

All Racers will arrive at the staging area at Avenue A and 1st Street between 8:00am and 11:30. No racers accepted after 11:30 am.



Check-in Spot (3 people)

Race Tow vehicles will come up or down Avenue A and turn onto 1st Street. Only Tow Vehicles will be allowed into the staging area.

Tow Vehicle will move along 1st Street and be checked in by Race Officials, who will confirm the Racers name and cart number.

With a 100-cart limit. Racers will not be allowed to register at this time, unless there are cancellations or the limit has not been reached. In this event, forms and clipboard will be made available for them. Event-day registration cost is \$30. New entrants' information needs to be conveyed to the Record Keeper at the Announcer's platform for entry into the spreadsheet.

After checking in, the Tow Vehicle driver will be instructed to park in Couture's Lot.

REQUIREMENTS

- ❑ Three Race Officials to check in carts, register new entries, affix vehicle numbers
- ❑ Radio (ch 1) to communicate with Inspector Official in case there are new racers
- ❑ Cell phones to contact Announcer's platform for same
- ❑ Barricades:
 - 1 on Ave A and 1st Street
 - 1 on L street at 2nd Street towards 1st Street
 - 1 on 2nd Street at L Street towards the park
 - 2 on L Street at 1st Street protecting the track
 - 1 on Avenue A at 2nd with a "Race Entry Only" sign
- ❑ Four Signs, one for each barricade: "NO ENTRY except for race vehicles"
- ❑ One double-sided sign: "Race vehicle drop-off" for drop off area
- ❑ Fifty race vehicle numbers to affix to cars (tape, staple gun, etc.) either on front or right
- ❑ One hundred parking passes for Tow Vehicle Parking Area
- ❑ Twenty entry forms
- ❑ Clipboard, pen and list of race entrants (if they didn't check the "I've read the rules" check box they must now)
- ❑ Clipboard, pen, and twenty entry forms

Inspections

The Carts roll to the inspection station in front of the garage bays. Carts will not be inspected if they do not have a number on them. Must be on front or right-side, large.

The Safety Inspectors will use an assembly line method, having each Inspector look for one thing on the cart. If the cart does not pass, it is pulled from the line and if it is possible to remediate the cart may be returned to the end of the line. If not, it must be picked up by the Tow Vehicle and removed from the Staging Area.

Upon completion the vehicle will get an inspection sticker affixed near the race number on the vehicle.

There will be a **Staging Runner** on hand, **with a car**, if anyone needs a quick ride.

Inspectors will check for the following:

- ❑ Must be gravity powered;
- ❑ Can adequately steer and has a sufficient braking system;
- ❑ Conforms to dimension requirements;
- ❑ Conforms to weight requirements;
- ❑ Can bear the weight of the driver under stress;
- ❑ Driver has required protective equipment:
 - Helmet
 - Goggles / Shop glasses
 - Gloves
 - Elbow protectors (pads or a heavy jacket)
 - No open-toe shoes

After passing inspection, carts will be hooked up to waiting ATVs to be towed to the inside of the bend at the bottom of the race hill, five at a time. Carts and drivers will wait there until after the National Anthem. ATVs will then pull carts up the hill.

REQUIREMENTS

- ❑ Up to five people for inspections
- ❑ One Race Official to apply inspection sticker and communicate w/ check-in
- ❑ Vehicle scales
- ❑ Chalk for measurements (draw outline on ground)
- ❑ Inspection Sticker
- ❑ Clipboard, pen and list of all racers
- ❑ Radio (ch 1) to communicate with check-in incase there are new racers
- ❑ Runner car in case anyone needs something

Race Starting Line

Adult and Teen carts are towed up the hill to Maple Street to stage and wait. Kids are dropped off along the hill about 100 feet down from the top.

As the Carts reach the end of the Staging Area they will be instructed to put on their helmets, glasses, gloves and elbow pads and get into their Cart. The Racer Assistant will then be responsible to move the Cart along as the line progresses to the corner. Kostanski will be making their bathrooms available to racers, and will be handing out water (Thanks Karen!).

At the starting line the Racer Assistant will wish good luck, and then stand back. Two Race Officials (NOT the Racer Assistant or the Flagman) will push the cart, and for Kids and Teens walk the cart down, to the starting point where the cart will rest against official Race stop blocks. Teen Class racers will start about 100 feet down the hill. Kid Class racers will start much further down the hill. Teen and Kid carts may line up diagonally against the curb on the hill above the starting line for efficiency sake.

Carts cannot race if driver is not wearing protective gear. Cart must have number affixed, and inspection sticker. While the cart is getting into place, perhaps someone should be on hand giving out last-minute advice, such as “stay close to the inside of the turn; if you feel like you’re out of control use your breaks,” etc.

At the two-minute interval, assuming the coast is clear, the Race Flagman will alert the Radio Network that Racer “X” is at the Starting Line. The Announcers will confirm this information and begin the announcing for this new Racer. The Race Flagman will inform the Racer what the current time is to beat. The Flagman will then confirm the racer is ready, and then start the countdown over the radio, “5... 4... 3... 2... 1... GO!” whereupon the blocks will be removed. The Cart will roll on its own – no pushing.

After the Racer starts, Racer Assistants may walk down the race track (1st Street) to Fred Cassidy’s Driveway to get a good view of their Racer and hear the time results. They must then walk down the driveway to the spectator’s area and meet up with their racer.

MCTV will also be here with a camera and a boom mike to record the starting and the roll.

See more details in the section “**Race Cart Script.**”

REQUIREMENTS

- ❑ Four Race Officials:
 - Radio detail / Flagman,
 - Clipboard checking carts,
 - Cart control,
 - Race Starter
- ❑ Starting blocks
- ❑ Clipboard, pen and list of all racers
- ❑ Radio (ch 1) to talk with check-in and inspection before race starts, and announcer during
- ❑ Starting blocks with rope to pull out to start

Race Track

The full Race Track is 1/3 of a mile long – from the very top of the hill down to the speed bump. We will need Track Supervisors to make sure no one is crossing the track when a cart is in play and to ensure the track is clear of debris. If a vehicle does crash they will also assist by helping the Racer from the vehicle and if the vehicle can still drive, push it down the rest of the track, and rearrange the hay bales if necessary.



REQUIREMENTS

- ❑ Five people to watch the track
- ❑ ATV to tow these vehicles down the track?

First Aid Tent

If a crash is going to happen anywhere, it will happen at the bottom of the hill, around the left turn, or at the beginning of the hay bale chicanes.

In past years nothing dramatic has happened (not that it won't ever happen) but with the lack of support of local medics, we find that having someone on call, either hanging out at the merch table, or just in the crowd, suffices. MCTV will have a medic bag with Band-Aids and the like. The detail cop will also be on hand, and can call in backup.

REQUIREMENTS

- ❑ Aid Supply bag



Announcers Platform / P.A. System

The Race Announcer, Race Recorder, Style Judges, MCTV camera, tables and chairs will be up on a twenty foot trailer. The platform will be placed on the outside of the turn, in the parking lot by the old Green Bridge abutment on the river. The announcers and MCTV's main camera will have an excellent viewing vantage point of the carts coming down the hill, screaming past them at up to 36 MPH (if they started at the top on ramps).

The Race Recorder will be marking down each Racer with their start time and distance.

Announcers will announce the racer waiting at the top and give the time to beat; alert that the cart is moving; banter about the vehicle look and feel; provide commentary on driving skill; speed, as obtained from a radar gun; and then wait to get the official run time and announce their competition placement. If they have breached the first three slots, congratulations will be given. Between racers the announcers will spotlight a vendor or an advertiser. When the starting line is changed between Kids, Teens and Adult races, announcers will thank the underwriters at length and urge the spectators to go get something to eat.

There is no electricity in this location, so we will have to borrow a couple of generators (one for back-up). Greg Stewart can provide the P.A.

The area just in front of and behind the trailer should be cordoned off as well to ensure no one steps on wires or bumps into the generator(s) or the platform.

We plan to stream the broadcast for other cable stations to rebroadcast, such as Falls Cable TV on channel 17 in Shelburne, Buckland and Greenfield; BNCTV channel17 in Bernardston and Northfield; etc.



REQUIREMENTS

- Trailer
- Two six foot tables
- Four chairs (announcer, record taker, two judges)
- PA system
- Three clipboards (record keeper, two judges)
- List of all racers
- Pens
- Water

Race End Stretch

Race Carts will be judged on time with a stop watch. The Race Timer (with the stop watch) will listen to the radio network to hear the Race Starter count down “5... 4... 3... 2... 1... GO” and will start the clock.

When a Cart crosses the finish line the Race Official with the stop-watch will call it to the Radio Network so the Announcers, the Race Master, and the Race Flagman all know.

MCTV will be here to video the finish line.

During the first heat for each division, Racer and tow driver (who has been waiting) will push their cart to the Parks & Rec entrance to stay out of the way for the rest of the racers. When all carts in a division have completed their first heat they will line up and prepare to attach a rope to the pickup truck to pull the carts back up the hill for the second heat.

After each cart’s second run, two volunteers will push the carts into the ball field parking lot.

When the day is over, Racer and assistants will push / pull carts to intersection of 1st and L Streets to be put into the tow vehicle, or pushed onto the field for display.

All announcements and race starts and finishes will be coordinated with TV broadcast as keystone.

REQUIREMENTS

- ❑ Two stopwatches
- ❑ MCTV camera
- ❑ Long ropes to pull race vehicles back up hill

MCTV Cameras and Control

- ❑ No power wiring to the cameras. All free-standing. Need batteries and three one-hour tapes.
 - ❑ One camera / tripod at the top / starting line
 - ❑ One camera / tripod on the announcer’s platform to shoot the cars and announcer
 - ❑ One camera /tripod at the finish line
 - ❑ One shoulder camera for:
 - ❑ the top of the hill as the carts line up,
 - ❑ in the golf cart following the carts back up the hill
 - ❑ in the parking lot when the carts park after their two heats
 - ❑ in the crowd during the race for better close-ups of spectators

Race Cart Script

This is the path of each cart during the day:

1. Cart arrives at Avenue A and 1st Street
2. Cart is inspected
3. Cart is towed to bottom of hill on inside of turn and waits till the Anthem
4. Cart gets towed to stage on Maple to wait to race

This is the routine / script of each individual racer run:

1. Previous Racers go down hill
2. Next Racers carts are brought to the starting line, stopping blocks inserted under front wheels
3. PA: Announcer on previous Racer "...aaand here he comes Joey & Sally, looking good" etc
4. Radio: Wait to hear the previous Racers finish times
5. Radio: Wait to hear confirmation from Race Recorder
6. PA: Wait to hear Announcer give speed and time of previous Racers
7. Starting Officials confer to next Racers the time and speed to beat
8. PA: Announcer highlights an Underwriter / Sponsor / Advertiser / Vendor / 50-50%, etc
9. Radio: Wait to hear from finish line that the track is clear
10. Radio: Start line confirms that next Racers are ready and provide names and car numbers
11. PA: Announcer tells the crowd about the next Racers
12. Radio: Wait for confirmation that finish line is ready
13. Radio: Start begins countdown, "5... 4... 3... 2... 1... GO"
Race Flagger pulls stop blocks from under carts
Cart Control Official sounds air horn
14. Return to step 1 above.

Each division will get to go down the hill twice: After the division finishes their first heat they will attach to a rope pulled by a pickup truck to be pulled back up the hill.

After each cart's second run down the hill they will park in the Cart Lot on the ball field next to the Parks & Rec office. At the end of the day carts roll down 1st Street to their tow vehicles.

REQUIREMENTS

- Rope for truck, with loops to hook to the front of each cart
- Truck to pull them all up
- Stopwatch to keep track of the two-minute loop
- Stop-blocks
- Caution tape to rope off cart lot

Racer Tow Parking – Race Official Parking

We have permission from the Town to use the municipal lot below the Shady Glen and across the street by the old police station for Tow Vehicle Parking, since it is so close to the end of the track. Chris Couture has also given permission to use his grass lot, as long as he's covered under our event liability. We will want two people here to make sure no one tries to drive into 1st Street from Avenue A, and only Race Tow vehicles are parked in the lot, and are parked efficiently.



Race officials will be able to park in the Parks & Rec parking lot. Come down 2nd Street to the end and drive between the jersey barriers. We will have a saw horse up with a sign “Race Official Parking Only.”

REQUIREMENTS

- ❑ One saw horse for the alley entrance behind Couture’s lot
- ❑ One saw horse for between the jersey barriers at the end of 2nd Street
- ❑ Caution tape for around Chris’ lot (this is a full block and a half!)
- ❑ SIGN: “Race Cart Tow Vehicles Only”
- ❑ SIGN: “Race Official Parking”

Trophy Ceremony

As we did last year, this year we will segregate the kids' trophy ceremony from the teens/adults. Kids will race both heats, and then we'll have a quick ceremony for them. Then on to the teens and adults.

When the final cart has finished its run the bales in front of the announcer platform will be removed and all racers will be invited to stand in the street at the bend and in front of the platform for the Trophy Ceremony. Race Master will tally and ponder. Announcers will announce:

- ❑ The winner of the 50-50% raffle
- ❑ the three style winners,
- ❑ the 3rd place, 2nd place and 1st place in each division.

Vendors Area

Vendor spots will be rented at \$70 for 15' x 15' lots and \$120 for 30' x 30' lots. Vendors will be slotted in the area around the basketball courts and lined up towards the ball field.

Vendors requiring generators may be put into one area to minimize distribution of noise, although food vendors should be mixed in with the merchandise vendors to ensure everyone gets a chance to sell.



See notes about the beer tent.

Announcers will mention a vendor in between each racer, and what they have for sale. The Race itself will have a table as well to sell shirts, glasses, flags, etc. **Two People** to stay in this area, plus **two people** to staff the Race merchandise table.

Vendors will be allowed access to the ball field to set up at 8:00 AM.

The Beer Garden

_____ will be hosting the Beer Garden. In the past it has been the Voo and Lefty's.

They will obtain their own remote victuals license and insurance for the day. Insurance certificate must include Montague Soapbox Races and MCCI as also covered.

The Beer Garden will be roped off from the rest of the crowd, and will occupy the area adjacent to the permanent green tent / shelter in Unity Park, along the fence. These patrons will have exclusive access to that stretch of the race track, about 30' or 40' long.

They will also sell Race stadium cups for MCCI.

REQUIREMENTS

- Chalk lines to indicate vendors
- Caution tape for beer tent
- Stakes for caution tape

Spectators Areas

Spectators will occupy any grassy area between Fred Cassidy's house and William's Way on the inside of the turn, and along the bike path between the gravel driveway and the stop sign on the outside of the turn.

REQUIREMENTS

- Caution tape to cordon off Fred Cassidy's property
- Caution tape to cordon off gravel parking area
- Stakes for caution tape
- Saw Horses for inside of turn, behind bales
- Port-o-Potty for near the beer tent
- Parks & Rec bathroom access

Bathrooms

There will be two Port-o-potty units in the vendors area, and one on the outside of the turn.

The Parks & Rec building also has two bathrooms.

Kostanski's will be making their bathrooms available to the racers and officials at the top of the hill.

MAP - Track Detail, Bale and Barriers Placement

[map to be redone]

Legend:

- ❑ Light red dashes – barriers / saw horses (deployment slightly changes, see notes next page)
- ❑ Dark red lines – bales
- ❑ Blue lines – check-in, inspection and staging area path

Barricades

At the top of the hill:

- ❑ Three barricades at the top of 1st Street in front of Kostanski's

At the bottom of the hill:

- ❑ Two barricades on 1st Street between the municipal lot and Chris Couture's lot to prevent people from going down 1st street along Chris Couture's lot.
- ❑ Two on L at 1st Street,
- ❑ One on L at 2nd Street going towards 1st
- ❑ One on L in the alleyway along the lot.
- ❑ Ten for the inside of the curve at the bottom of the hill, behind the hay bales.

Hay Bales

- ❑ Fifteen bales in front of trees and other obstructions from the top of the hill down to the driveway
- ❑ On the left side, the wall starts at the driveway:
 - 9 single-height bales (36 feet), from the driveway to the last big bush
 - 97 double-high bales (291 feet), from the big bush to the No Parking sign
 - 83 single-height bales (249 feet), from the No Parking Sign to the tree
- ❑ On the right side, the wall starts at the metal rail:
 - 108 double-height bales (324 feet), from the bushes, in front of the rail, to the wooden rail
 - 97 single-height bales (291 feet), from the wooden rail to the bump warning sign
- ❑ Three pairs of bales will be left on the track to create zig zags between the kids finish line and the adults finish line
- ❑ We will use another twenty or so bales for the traffic signs.
- ❑ The rest will be used for filling in gaps and piling in front of trees at the top.

Also, the right side of the track at the top needs all fallen branches and debris cleared away

Traffic Signage

[signage map to be redone]

Signs have already been printed.

- ❑ Three signs “Montague Soapbox Races” with arrow pointing right
- ❑ Three signs “Montague Soapbox Races” with arrow pointing left
- ❑ Two signs “Soapbox Cart Check-in”
- ❑ Three signs “Residents Only”
- ❑ Two signs “Tow vehicle Parking” with arrow pointing right
- ❑ One sign “Tow Vehicle Parking”
- ❑ One sign “Vendor and Race Official Parking ONLY”
- ❑ Three signs “No Entry – Race Track”

Placement

- ❑ Two “Soapbox Cart Check-in” signs should be back to back, staked to the grass at Hillside
- ❑ Two “Montague Soapbox Races” signs should be back to back, staked to a bale at 3rd
- ❑ Others staked to the grass or bales or stapled / taped to posts as needed.

Publicity Schedule

July 1st Obtain insurance, and permission from town.
July 15th Begin designing posters
Aug 1st: Begin printing posters.
Aug 8th Put up posters everywhere.
Send press releases everywhere.
July/Aug/Sept Xmas in July, Block Party, Old Home Days, County Fair, etc.
Sept 14th Begin radio spots the Saturday before, on Bear and WHAI

Days Before Race

- DPW: Get saw horses, event boxes w/ bags
- Friday: Delivery of port-o-potty
- Saturday: Pick up generators
- Saturday: Shop for supplies

Race Day Schedule

- 7:30 am Meet for setup, have coffee and pastries on hand! (Chris Boutwell at Food City)
Bales placement: 20+ people, including jail
- 8:00 am Setup volunteers instructions
Set up staging areas: 12 people
Setup starting gate: 2 people
Merchandise table setup – 2
Trash cans - 1
Generator setup - 1
PA setup – 1 with Greg Stewart
Traffic Signage and barriers placement – 2 people & truck
- 9:30 am Manager's Meeting, Last Minute Plans / Questions
- 10:30 am Drivers begin check in, and car inspection
After inspection, carts go down hill and line up in front of Announcer's platform
- 11:45 noon PA: Welcome, Thank You's and Race intro
PA: ask all racers to stand by carts
PA: Star Spangled Banner
- 12:15 pm Kid Races begin
- 1:00 pm Teen Races begin
- 1:45 pm Adult Races begin
- 3:00 pm Awards Ceremony, Thank You, and goodbye till next year!
- 3:15 pm Clean up begins
20+ people to help with bales loading on truck
Remove signs from bales, and from around town
Return tables and tents
Pick up any trash / Leaf blower on road for hay.