

## General Crew Job Description

**Supporting the relevant site manager to set up, manage and derig the site**

**If you are booked to work on Friday, you will help set up the start, lunch or finish sites:**

- Support set up of the start pen, gazebos, gantry media wall and finish areas
- Put signage out as per site plans
- Erect flags, scrim and any other branding
- Milton the jerry cans
- Support the Friday night registration
- Assist in any other tasks that may be required to get the event live!

**Saturday/Sunday (Event dependent which day):**

You will be located at one of the five venues: Start, AM pit stop, Lunch, PM pit stop or Finish:

### Start/Finish Team

- You are the first point of call for our participants, so give them a warm welcome, answer any questions they may have on the day and look out for anyone who hasn't come fully prepared.
- Queue, start pen, information area, registration and site management
- Check pax have 2 litre water bottles
- Dogs are unable to take part in Macmillan hike events
- Once pax have left the start, you will move to the finish
- At the finish, maintain the site, catering to the participants needs

### Pit Stop Team (AM & PM)

- You are working at the much-needed rest stops along the route
- Set up/derig of the Pit Stop infrastructure assisted by Pinnacle staff – amenities and food
- Erection of branding and signage
- Update blackboard with distances and timings
- Ensure there is a medical area set up and clearly obvious to participants
- Please welcome the participants and look out for anyone who may be struggling and require assistance.
- Distribute water and snacks to participants
- Encourage people to not stop for too long
- Leave pit stop clean and tidy
- Unpack vans into O&H lorry

### Lunch Team

- You are working at the much-needed lunch stop along the route
- Final set up of infrastructure on the day
- Once pax on site, general site maintenance is required- queue management, water station, info desk, welcoming pax, walking pax to coaches
- After final pax leaves, adapt site to Sunday layout or de-rig site