

Saturday, November 18, 2023									
	Seattle	7:30 AM	11:00 AM	Trucks	Eric & Carlos pick up trucks from Enterprise Rental Seattle - bring to Whidbey Island. Meet Carlos at Westin Seattle at 9am and head to Enterprise.	Eric Larpeur	Jacob C. Streets-Ballinger Enterprise Truck Rental 3413 4th Ave S Seattle, WA 98134 206-623-3588	Jessica	2 x 26ft Box Trucks with liftgates. 11/18 - 11/27
	Seattle	8:00 AM	1:00 PM	Costco	Michelle and Hannah Costco shopping trip to pick up staff & volunteer food. Store at storage Business Costoc and Regular Costco	Michelle Graham		Hannah	Individually wrapped items for volunteer snakes
Sunday, November 19, 2023									
Trucks/Whidbey	Whidbey - Storage	8:00 AM	1:00 PM	Load Trucks	SMA crew meet at Storage to prep for truck arrival and then load expo trucks, take to Jared's storage. Michele will follow and bring drivers to the Westin. Move all VRA items into unit 114 and racks to 117	Michelle Graham		Eric Hannah Jessica Carlos Hersey Wes	
	Seattle - Westin	5:00 PM	6:00 PM	Westin Check In	Staff check into hotel rooms				
	Seattle - Westin Lobby	6:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Cresent room to go over schedule for Monday. Go out to eat or order delivery -				
Monday, November 20, 2023									
	Seattle - Westin Grand Cresent	8:00 AM	8:30 AM	Meeting	SMA Staff grab your breakfastf from back kitchen and gather in Grand Cresent to check emails, go over Monday assignments and plan for the day.	Michelle Graham		Hannah Jessica Stephanie Calos Eric	
	Seattle - Westin Parking Garage	8:00 AM		Delivery	Michelle will meet NorthWest Handling to receive fork lift	Michelle Graham	Brodie Wilson Asst. Rental Manager NorthWest Handling Systems, Inc. 1100 SW 7th Street Renton, WA 98057 C: 206-496-2298	Carlos	
	Seattle - Westin Grand Cresent	8:00 AM	9:00 AM	Westin Check In	Tom W or Courtney meet Michelle on 4th floor with fork lift key, all room keys and internet access code. All master keys 1) 5TH AVE ROOM (4 KEYCARDS + 2 KEYS) 2) ORCAS, WHIDBEY, BLAKELY ROOMS (all keyed alike on 10 KEYCARDS) 3) GRAND CONVENTION OFFICE, GRAND REGISTRATION ROOM, GRAND CRESCENT ROOM, (all keyed alike on 20 KEYCARDS)	Michelle Graham	Courtney Frio Senior Sales Executive M +1 360.903.5988 Tom Weitzel Director of Event Planning M +1 206.396.3912		
	Seattle - Westin 4th Floor	9:00 AM	5:00 PM	Unlad Trucks	AVAILABLE STAFF HELP WITH UNLOADING AT WESTIN HOTEL Unload trucks & van into kitchen, 5th ave room & grand crescent room and start setting up the hotel • Signs & Banners - 4th floor, elevators, escelators, lobby, valet parking • Registration & Bib Pick up - 5th Ave room • Info Booth / Staff office - Grand Cresent Room • Staff food & drinks - Kitchen • Storage, Workroom, Printer (monday) - Grand Crescent room • Shirt Pick up, Merchandise, Finishers items, Vendors, Announcers booth - Grand Ballroom • Photo booths & socal media banners - Grand Foyer • Race day & course info - Grand foyer • Volunteer check in / info tables - Grand Foyer	Michelle Graham	Tom W - Westin Courtney - Westin Marty - Westin	Jared Josh Eric Hannah Jessica Stephanie Carlos Dean	

Westin Seattle	Seattle - Westin 5th Ave Room	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL 5TH AVE ROOM - REGISTRATION & BIB PICK UP <ul style="list-style-type: none"> • Registration & Solutions area • Full/Half Marathon Bib Pick-up • Kids Marathon Registration & Bib Pick up • Westin Guest table 	Michelle Graham		Jared	
	Seattle - Westin Grand Crescent	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND CRESCENT ROOM - STAFF OFFICE / WORKROOM <ul style="list-style-type: none"> • Paper • Printer • Set up 2 tables for Staff snacks and drinks • Blue microwave • tables along windows for computer set up • middle of room set up with tables for cutting & mounting • back of room for Louise and pups 	Michelle Graham		Jared	
	Seattle - Westin Grand Conv. Office	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND CONVENTION OFFICE - VOLUNTEER BAG CHECK <ul style="list-style-type: none"> • Lay out 2 tables for food. • Small rack for volunteer item storage • Volunteer shirts by size • Small table for volunteer snacks/cooler for drinks 	Jessica Long		Carlos	
	Seattle - Westin Grand Reg Room	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND REGISTRATION ROOM - INFO BOOTH <ul style="list-style-type: none"> • VIP & Staff Badges • Sign on outside wall with questions phone number • Printed handouts: maps, transportation, parking, etc 	Jessica Long		Carlos	
	Seattle - Westin Grand Ballroom	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH LAYOUT BANNERS FOR AV TO HANG <ul style="list-style-type: none"> • 2 long banners on each side of big truss' • 4-6 long banners split between front & back of Small truss • extra banners on the walls MERCHANDISE & PRE-ORDERED FINISHER ITEMS <ul style="list-style-type: none"> • Racks & Slevs • Registers & stands • Apparel & goods • Hangers, etc. PARTICIPANT SHIRT TABLES	Hannah Lobon		Josh	
	Seattle - Westin 4th Floor Foyer	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND FOYER <ul style="list-style-type: none"> • Photo booths & social media banners • Race day & course info • Volunteer Check In / Info table 	Hannah Lobon		Josh	
	Seattle - Westin Grand Crescent	9:00 AM	11:00 AM	Sharp Printer	Phil from Sharp arrive to set up printer	Louise Long	Phil Hawley 425-591-4975		
	Seattle - Westin Grand Reg Room	12:00 PM	4:00 PM	Volunteers	Shift 1 of volunteers - 6 of 10 filled 10/29	Jessica Long			
	Seattle - Westin Grand Ballroom	12:00 PM	4:00 PM	Banners	Westin Hotel - Encore staff to hang banners from truss in ball room	Amber Snapp			

	Seattle - Westin Vashon Room	1:00 PM	3:00 PM	Meeting	Pre-Con Meeting with Westin Staff	Louise Long	Tom W - Westin	Michelle Hannah Amber	Confirm with security the need to zip tie ballroom doors
	Seattle - Westin Grand Crescent	6:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Crescent room to go over Tuesday schedule, check emails, confirm volunteers, ect.. Street Tacos - Costco	ALL			
	Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Michelle Graham			
Tuesday, November 21, 2023									
Westin Seattle	Seattle - Westin Grand Crescent	8:00 AM	8:30 AM	Meeting	SMA Staff grab your breakfast from kitchen and gather in Grand Crescent to check emails, go over Tuesday assignments and plan for the day.	ALL		Eric Carlos Josh	
	Seattle - Westin 5th Ave Room	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL 5TH AVE ROOM - REGISTRATION & BIB PICK UP • Registration & Solutions area • Full/Half Marathon Bib Pick-up • Kids Marathon Registration & Bib Pick up • Westin Guest table	Michelle Graham		Hannah Jessica	
	Seattle - Westin Grand Ballroom	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Racks & Sleeves • Registers & stands • Apparel & goods • Hangers, etc. PARTICIPANT SHIRT TABLES Post Expo Layout at entrance and in kitchen for vendors to see as they enter.	Hannah Lobon			
	Seattle - Westin 4th Floor Foyer	9:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND FOYER • Photo booths & social media banners • Race day & course info • Volunteer Check In / Info table	Hannah Lobon			
	Seattle - Westin Grand Reg Room	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers - 2 of 10 filled 10/29 Shift 2 2pm - 6pm volunteers - 2 of 10 filled 10/29	Jessica Long			
	Seattle - Westin Grand Crescent	5:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Crescent room to go over schedule Wednesday, check emails, confirm volunteers, ect.. Order dinner?	ALL			
	Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Michelle Graham			
Trucks/Whidbey	Seattle	8:30 AM	9:00 AM	Trucks	Jared pick up trucks from Enterprise Rental Seattle - bring to Whidbey Island	Jared Loranger	Jacob C. Streets-Ballinger Enterprise Truck Rental 3413 4th Ave S Seattle, WA 98134 206-623-3588	Josh Carlos Additional Crew	4 x 26ft Box Trucks with liftgates. 11/18 - 11/27
	Whidbey - Storage	8:30 AM	1:00 PM	Load Trucks	Jared and crew meet at Peir 91 and travel to Whidbey to load VRA and Marathon trucks. Loaded trucks will be stored at Jared's storage until Friday.	Jared Loranger		Josh Carlos Additional Crew	
Wednesday, November 22, 2023									
	Seattle - Peir 91	8:00 AM	5:00 PM	Load Trucks	Jared and crew prep water barrals and fill for race day	Jared Loranger			

	Seattle Center - Exhibition Hall	9:00 AM	10:30 AM	Walk-Through	Seattle Center Walk though	Jared Loranger	Heather Ryan (she/her) Event Representative Seattle Center 305 Harrison St Seattle, WA 98109 C: 206.454.9680 E: heather.ryan@seattle.gov	Michelle	
Westin Seattle	Seattle - Westin Grand Cresnet	8:00 AM	8:30 AM	Meeting	SMA Staff grab your breakfast rom kitchen and gather in Grand Cresnet to check emails, go over Wednesday assignments and plan for the day.	Michelle Graham		Josh Carlos Additional Crew staying at Westin	
	Seattle - Westin Grand Ballroom	8:00 AM	12:00 PM	Expo Set Up	Grand Event Rentals Arrive to set up Expo	Michelle Graham	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368	Hannah Jessica	
	Seattle - Westin Grand Ballroom	8:00 AM	5:00 PM	Expo Set Up	AVAILABLE STAFF HELP WITH SET UP AT WESTIN HOTEL GRAND BALLROOM - SHIRT PICK UP / MERCHNDISE / PRE-ORDERED FINISHERS / VENDORS / ANNOUNCERS BOOTH MERCHANDISE & PRE-ORDERED FINISHER ITEMS • Racks & Slevs • Registers & stands • Apparel & goods • Hangers, etc. PARTICIPANT SHIRT EXAMPLES HUNG	Hannah Lobon			
	Seattle - Westin Grand Reg Room	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers - 1 of 10 filled 10/29 Shift 2 2pm - 6pm volunteers - 1 of 10 filled 10/29	Jessica Long			
	Seattle - Westin Grand Ballroom	12:00 PM	2:00 PM	Expo Set Up	Westin Hotel - Encore staff to lay electrical for requested booth spaces	Hannah Lobon			
	Seattle - Westin Grand Ballroom	12:00 PM	8:00 PM	Vendor Load-In	EXPO Vendors may begin setting up booths	Hannah Lobon		Carlos	
	Seattle - Westin 4th Floor Foyer	3:00 PM	4:00 PM	Walk-Through	All SMA Staff meet in front of Info Booth for hotel walk through and staff pictures and room set up	Michelle Graham			
	Seattle - Westin Grand Cresnet	5:00 PM	8:00 PM	Meeting	SMA staff gather in Grand Cresnet room to go over remaining things to do, check emails, confirm volunteers, ect.. Order dinner?	ALL			
Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Michelle Graham				
Thursday, November 23, 2023									
Happy Thanksgiving, SMA Closed for the day!									
Westin Seattle	Seattle - Westin Grand Ballroom	10:00 AM	6:00 PM	Vendor Load-In	EXPO Vendors may begin setting up booths - only vendors that that have send special request for Thursday load in will be admitted.	Hannah Lobon			
	Seattle - Westin 4th Floor Foyer	8:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Michelle Graham			
Friday, November 24, 2023									
Seattle Center	Seattle Center - Exhibition Hall	7:00 AM	8:00 PM	VRA Set Up	Exhibition Hall open for Kids Marathon/VRA set up Kids regsitration inside Exhibition Hall this year	Stephanie Rosas			
	Seattle Center - Exhibition Hall	8:00 AM	8:00 PM	VRA Set Up	Jared and crew bring VRA trucks to unload at Seattle Center Exhibition Hall. Start pre-set up and staging of Start/finish line equipment North of stadim bleachers	Jared Loranger		Stephanie Josh Dean Kapu Additional Staff	
	Seattle Center - Exhibition Hall	8:00 AM	12:00 PM	VRA Set Up	Grand Event Rentals Arrive to set up VRA	Stephanie Rosas	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368		
	Seattle Center - Exhibition Hall	10:00 AM	6:00 PM	Volunteers	Shift 1 10am - 2pm volunteers - 0 of 10 filled 10/29 Shift 2 2pm - 6pm volunteers - 0 of 10 filled 10/29	Stephanie Rosas			

	Seattle Center - Exhibition Hall	12:00 PM	6:00 PM	Vendor Load-In	Kids Marathon vendors may begin setting up booths	Stephanie Rosas			
	Seattle Center - Exhibition Hall	2:00 PM	6:00 PM	Kids Marathon	Josh start set up of bicycle fencing at Kids Marathon Start/Finish Line	Josh Oliveri		Dean Kapu	
	Seattle Center - Exhibition Hall	2:00 PM	6:00 PM	VRA Set Up	Michelle head over to Seattle Center to check VRA set up and course signs	Michelle Graham		Stephanie Ambassadors	
Westin Seattle	Seattle - Westin Grand Crescent	7:00 AM	8:00 AM	Meeting	SMA Staff grab your breakfast from kitchen and gather in Grand Crescent to check emails, go over Friday assignments and plan for the day.	Michelle Graham			
	Seattle - Westin Grand Ballroom	7:00 AM	10:30 AM	Vendor Load-In	EXPO Vendors may begin setting up booths	Hannah Lobon		Carlos	Carlos to head to Seattle Center when Eric arrives.
	Seattle - Westin Grand Ballroom	9:00 AM	10:30 AM	Expo Set Up	Westin Staff needs to vacume and clear all garbage. Water stations should be set at this time	Hannah Lobon			Baskets for garbage in the Grand Crescent Room
	Seattle - Westin Grand Foyer	9:30 AM	8:00 PM	Expo Set Up	Jules arrives. Set up stations and final set up of foyer.	Michelle Graham		Jules	
	Seattle - Westin Grand Reg Room	10:00 AM	8:00 PM	Volunteers	<ul style="list-style-type: none"> •Registration: Lead Michelle and Lauren Shift 1 10:00am - 3:30pm volunteers - 15 of 30 filled 10/29 Shift 2 3:00pm - 8:30pm volunteers - 2 of 30 filled 10/29 •Participant Shirts Distribution: Lead Althea Shift 1 10:00am - 3:30pm volunteers - 8 of 30 filled 10/29 Shift 2 3:00pm-8:30pm volunteers - 8 of 30 filled 10/29 •EXPO Runner: Lead Hannah Shift 1 10:00am - 3:30pm volunteers - 2 of 2 filled 10/29 Shift 2 3:00pm-8:30pm volunteers - 2 of 2 filled 10/29 	Jessica Long			Please send each volunteer group to meet with their lead for instructions.
	Seattle - Westin Grand Ballroom	10:30 AM	8:00 PM	Expo	Steve Willits arrive as announcer for 2023 Health and Fitness Expo	Hannah Lobon		Steve	Make sure that microphone is set up
	Seattle - Westin Grand Ballroom	10:40 AM	10:55 AM	Expo	Final walk through of Expo, take pictures of each vendor for social media	Hannah Lobon		Amber Ambassadors/Expo runners	
	Seattle - Westin Grand Reg Room	10:45 AM	8:00 PM	Expo	Information/Volunteer Booth OPEN	Jessica Long			
	Seattle - Westin Grand Ballroom	11:00 AM	8:00 PM	Expo	2023 UW Medicine Seattle Marathon Health and Fitness Expo OPEN	Hannah Lobon			
	Seattle - Westin 5th Ave Room	11:00 AM	8:00 PM	Registration	2023 UW Medicine Seattle Marathon and Half Marathon Registration and Bib Pick Up OPEN	Michelle Graham			
	Seattle - Westin 4th Floor Foyer	11:00 AM	8:00 PM	Registration	2023 Darigold FIT Seattle Kids Marathon Registration and bib pick up open	Michelle Graham		Ambassadors	
	Seattle - Westin Grand Crescent	7:00 PM	8:00 PM	Meeting	Staff meeting to go over Kids Marathon and plan for Saturday load out	Michelle Graham		Josh Jared Carlos Jessica Hannah Dean Kapu	
	Seattle - Westin 4th Floor Foyer	9:00 PM	8:00 PM	Close	Call Westin Security to secure doors and elevator when all staff is finished for the night	Michelle Graham			
	Saturday, November 25, 2023								
	Seattle Center - Exhibition Hall Lawn	5:00 AM	7:00 AM	Kids Marathon	Complete Kids Marathon course set up. Set up blow up arch for Kids Marathon Start/finish Tent for Medical Tent	Josh Oliveri		Michelle Dean Carlos Jessica Hannah	Jessica head back to Hotel at 1015 Michelle will set up SMA audio at start line Josh will have back up system
	Seattle Center - Exhibition Hall	5:00 AM	7:00 AM	Kids Marathon	Complete Kids Marathon registration and VRA set up	Stephanie Rosas		Michelle	
	Seattle Center - Exhibition Hall	5:00 AM	7:00 AM	Vendor Load-In	Kids Marathon vendors may begin setting up booths	Stephanie Rosas			

Seattle Center	Seattle Center - Exhibition Hall	6:30 AM	11:00 AM	Volunteers	<ul style="list-style-type: none"> •Registration: Lead Lauren Shift 1 6:30am - 9:30pm volunteers - 4 of 20 filled 10/29 •VRA Food: Lead Stephanie Shift 1 7:00am - 11:30pm volunteers - 2 of 15 filled 10/29 •Finish Line: Lead Michelle Shift 1 8:30am - 9:30am volunteers - 3 of 10 filled 10/29 •Course Monitors: Lead Michelle Shift 1 8:15am - 9:30am volunteers - 1 of 30 filled 10/29 	Jessica Long		All Ambassadors	
	Seattle Center - Exhibition Hall	7:30 AM	8:45 AM	Kids Marathon	Registration/Bib pick up open for 2023 Seattle Kids Marathon	Michelle Graham		All Ambassadors	
	Seattle Center - Exhibition Hall	7:30 AM	11:00 AM	Kids Marathon	Kids Marathon VRA open - Steve Willits announcer	Stephanie Rosas			
	Seattle Center - Exhibition Hall Lawn	8:45 AM	9:00 AM	Kids Marathon	Move kids from Exhibition Hall to Start line, if it is nice outside we can move out earlier	Michelle Graham			
	Seattle Center - Exhibition Hall Lawn	8:50 AM	9:00 AM	Kids Marathon	Announcer Steve Willits introduce Erin will lead stretches Cady Hickman - national anthem Kids Marathon - Start!	Louise Long			
	Seattle Center - Exhibition Hall Lawn	9:45 AM	11:00 AM	Kids Marathon	Kids Marathon course clean up - take all items back to SMA trucks	Josh Oliveri		Dean	Take blow up arch back to Westin for Expo entrance - Steve or Hannah to take back and set up before Expo opens Bubble machine from kids finish to marathon finish
	Seattle Center - Exhibition Hall	9:45 AM	11:00 AM	Kids Marathon	Ambassador Group photo	Michelle Graham			Hannah will head back to Westin with Jessica
	Seattle Center - Memorial Stadium	10:00 AM	2:00 PM	Marathon	Jared and Mark meet to unload Medical Van and separate equipment	Jared Loranger		Mark	
	Seattle Center - Exhibition Hall	11:00 AM	12:00 PM	Kids Marathon	Kids Marathon VRA Vendors load-out	Stephanie Rosas			
	Seattle Center - Exhibition Hall	11:00 AM	8:00 PM	VRA Set Up	Flip Seattle Center Exhibition Hall, clean up Kids Marathon and set up for Marathon	Stephanie Rosas			
	Seattle Center - Exhibition Hall	3:00 PM	9:00 PM	Marathon	Begin staging start/finish line scaffolding for Marathon	Jared Loranger		Carlos John Josh - after kids Dean - after kids additional crew	Connect with Louise when set up is finished, if it is early Louise would like helpers at Expo load out.
	Seattle Center - Memorial Stadium	7:00 PM	12:00 AM	Marathon	Access to Memorial Stadium for finish line set up Chyan coffee -Suat will arrive to place coffee cart	Jared Loranger			
	Seattle Center - Memorial Stadium	7:00 PM	12:00 AM	Marathon	Grand Event Rentals Arrive to set up medical tent	Jared Loranger	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368		if we are able to get in earlier we will start as soon as we have access
Seattle - Westin Grand Ballroom	8:00 AM	10:30 AM	Vendor Load-In	EXPO Vendors enter to refresh booths	Amber Snapp				

Westin Seattle	Seattle - Westin Grand Reg Room	10:00 AM	8:00 PM	Volunteers	<ul style="list-style-type: none"> •Registration: Lead Michelle, Jason and Lauren Shift 1 10:00am - 3:30pm volunteers - 7 of 30 filled 10/29 Shift 2 3:00pm - 8:30pm volunteers - 2 of 30 filled 10/29 •Participant Shirts Distribution: Lead Althea Shift 1 10:00am - 3:30pm volunteers - 13 of 30 filled 10/29 Shift 2 3:00pm-8:30pm volunteers - 2 of 30 filled 10/29 •EXPO Runner: Lead Hannah Shift 1 10:00am - 3:30pm volunteers - 1 of 2 filled 10/29 Shift 2 3:00pm-8:30pm volunteers - 0 of 2 filled 10/29 •EXPO clean up: Lead Hannah Shift 1 7:00pm - 11:00pm volunteers - 6 of 20 filled 10/29 	Jessica Long			Please send each volunteer group to meet with their lead for instructions. Make sure volunteers know where snacks are
	Seattle - Westin Grand Ballroom	10:30 AM	7:00 PM	Expo	Steve Willits arrive as announcer for 2023 Health and Fitness Expo, meet at announcer stage he will have the arch	Hannah Lobon		Steve	
	Seattle - Westin Grand Reg Room	10:45 AM	8:00 PM	Expo	Information/Volunteer Booth OPEN	Jessica Long			
	Seattle - Westin Grand Ballroom	11:00 AM	7:00 PM	Expo	2023 UW Medicine Seattle Marathon Health and Fitness Expo OPEN	Hannah Lobon			
	Seattle - Westin 5th Ave Room	11:00 AM	8:00 PM	Registration	2023 UW Medicine Seattle Marathon and Half Marathon Registration and Bib Pick Up OPEN	Michelle Graham			
	Seattle - Westin Grand Crescent	5:00 PM	11:00 PM	Expo Load-out	SMA staff to start breaking down Grand Crescent and kitchen. Make sure everyone gets food before breakdown	Michelle Graham		Kapu Carlos Eric	Have trucks in place and ready to load before 5pm
	Seattle - Westin Grand Ballroom	7:00 PM	11:00 PM	Vendor Load-Out	2023 UW Medicine Seattle Marathon Health and Fitness Expo CLOSED, begin vendor load out Grab a handful of shirts for last minute bib pick up Load all items going back to Whidbey Island First All items needed at VRA in separate truck or loaded last Place two SMA tents in Michelles Jeep and VIP food	Hannah Lobon		Kapu	Boxes will be color coordinated to where they go. Make sure vendors do not break down early. All SMA items need to be cleared out of the 4th floor. Hanging banners should be held in valet parking for pick up Sunday.
	Seattle - Westin 5th Ave Room	8:00 PM	11:00 PM	Registration	2023 UW Medicine Seattle Marathon and Half Marathon Registration and Bib Pick Up CLOSED Send bib/registration information to MarathonFoto - Lauren Print final list of pre-paid massages All remaining bibs, pack for last minute bib pick up at Seattle Center.	Michelle Graham			Michelle will take a handful of bibs to the start line for any last minute emergencies
Seattle - Westin Grand Ballroom	11:00 PM	12:00 AM	Expo	Grand Event Rentals Arrive to break down Expo	Hannah Lobon	Jennifer Bapst GRAND EVENT RENTALS P 425.462.7368	Kapu		
Sunday, November 26, 2023									
	Seattle Center - Memorial Stadium	3:00 AM		Marathon	SMA staff meet at Seattle Center Memorial Stadium to deploy turcks and begin race day set up.	Jared Loranger			Bring bolt cutters incase the gate is not
	Seattle Center - Memorial Stadium	4:00 AM		Marathon	Memorial Sadium open for finish line set up	John Kokes		Additional crew	
	Seattle Center - 5th and Harrison	4:30 AM		Marathon	Set up bicycle fencing for banners and move start line scaffolding into place. Have items ready to roll into place by 5 when road closes Move start line water and cheer equipment	Josh Oliveri		Eric Carlos Additional crew	Louise doesn't want to see any zip tie tails sticking up in pictures. Make sure American Flags are on scaffolding and fencing Please have all zip ties and supplies at start line to be read
	Seattle Center - 5th and Harrison	4:30 AM		Marathon	Load in Street sound system at 5th and Harrisoin Street		Ray Aberle Project Manager Kelcema Audio www.kelcema.com 888.535.2362 (888.KELCEMA)		

Seattle Center - Exhibition Hall	4:30 AM		Marathon	SMA Staff at Seattle Center Exhibition Hall for VRA Set up and Bag Check	Stephanie Rosas		Jessica Caleb	
Seattle Center - 5th and Harrison	5:00 AM		Marathon	5th and Harrison Street Closed to traffic	SPD			
Seattle Center - Exhibition Hall	5:00 AM	7:00 AM	Marathon	Bag Check OPEN Special day of Registration bib pick up OPEN	Stephanie Rosas		Caleb Lauren	Make sure signage is outside directing r
Seattle Center - Exhibition Hall	5:00 AM	8:00 AM	Vendor Load-In	Marathon vendors may begin setting up booths	Stephanie Rosas			
Seattle Center - Memorial Stadium	5:00 AM		Marathon	Set up VIP tent at the finish line with food, water, coffee for staff and volunteers. Coffee pot and tea kettle Start banner and top finisher bags	Hannah Lobon			electric line to tent please!
Seattle Center - 5th and Harrison	5:00 AM		Marathon	Set up timing equipment for start line. Have items ready to lay down as soon as the road closes.	EnMotive			
	5:30 AM		Marathon	SPD Meeting				
Seattle Center - 5th and Harrison	5:45 AM		Marathon	Scott O arrive as announcer for 2023 Seattle Marathon	Michelle Graham		Scott	
Seattle Center - 5th and Harrison	6:00 AM		Marathon	Start line announcements may begin for general announcements	Michelle Graham		Louise Scott	
Seattle Center - Exhibition Hall	6:15 AM		Marathon	Start announcements inside Seattle Center Exhibition Hall directing full marathon runners to the start line. Race starts at 7am announce ever 10 15 minutes	Stephanie Rosas			Stress that 7am start time with instructions to start line
Seattle Center - 5th and Harrison	6:30 AM		Marathon	Pacers in place 30 minutes before race starts	Loka			Dan needs to put signs on fence letting Pacers know where to set up
Seattle Center - Memorial Stadium	6:30 AM		Marathon	UW Medicine Medical staff onsite	Mark Harrast			
Seattle Center - 5th and Harrison	6:45 AM		Marathon	Start line announcements begin with introduction to title sponsor 1st Corps Army Band - National Anthem Singer	Michelle Graham		Louise Scott Tami Don	
Seattle Center - 5th and Harrison	7:00 AM		Marathon	Full Marathon START Have UW Medicine rep start the race	Michelle Graham		Don Louise	
Seattle Center - 5th and Harrison	7:10 AM		Marathon	Half marathon pacers in place as soon as full marathon participants have cleared the start line	Loka			Dan needs to put signs on fence letting Pacers know where to set up
Seattle Center - 5th and Harrison	7:20 AM		Marathon	Start line announcements begin with introduction to title sponsor 1st Corps Army Band - National Anthem Singer	Michelle Graham		Louise Scott	
Seattle Center - 5th and Harrison	7:30 AM		Marathon	Half Marathon START				
Seattle Center - 5th and Harrison	7:45 AM		Marathon	Start to breakdown start line as soon as last half marathon participant crosses the start line. Push all items to the side as quick as possible, disassemble after road opens	Josh Oliveri			Take all cloths to VRA
Seattle Center - Memorial Stadium	8:00 AM		Marathon	SMA Staff to be at the finish line for half and full marathon finisher. Hand out awards to top finishers Projected Top Finish Times: • Half Marathon Male: Expected FINISH: 8:35 AM • Half Marathon Female: Expected FINISH: 8:45 AM • Marathon Male: Expected FINISH: 9:25 AM • Marathon Female: Expected FINISH: 9:35 AM	Louise Long		Michelle Hannah Tami Don	Holding finisher tapes First Place Marathon Men John & Don First Place Marathon Women Michelle & Tami First Place Half Marathon Men John & Mark First Place Half Marathon Women Hannah & Jessica
Seattle Center - Memorial Stadium	8:15 AM		Marathon	Announcer to start letting people know to expect	Scott			
Seattle Center - Exhibition Hall	8:15 AM	2:00 PM	VRA	VRA Open to the public SMA Information booth must be staffed for results, lost and found All clothing left at start line will be brought in to bag check area	Stephanie Rosas			
Seattle Center - Memorial Stadium	9:45 AM			Collect full and half marathon winner photos from Marathon	Amber Snapp		Marathonfoto	

Seattle Center - Memorial Stadium	9:00 AM	12:00 PM	Marathon	Cheer Seattle to arrive at finish line	John			
Seattle Center - Exhibition Hall	1:00 PM		VRA	Begin break down of non essentials inside VRA	Stephanie Rosas			
Seattle Center - Memorial Stadium	1:45 PM		Marathon	Begin breakdown of non essentials at finish line	John			
Seattle Center - Memorial Stadium	2:00 PM		VRA	Clothing check closes - all remaining items move to information booth	Jessica Long			
Seattle Center - Memorial Stadium	2:00 PM		Marathon	Begin finish line clean up <ul style="list-style-type: none"> • Half Marathon: Expected last finisher: 12:35 PM • Marathon: Expected last finisher: 2:45 PM 	John Kokes			
Seattle Center - Exhibition Hall	4:00 PM		VRA	Move for Hunger pick up leftover food, please have Louise check food items before Move for Hunger arrives	Stephanie Rosas			
Seattle Center - Exhibition Hall	4:00 PM		VRA	Grand Event Rentals Arrive to break down VRA and Memorial Stadium	Stephanie Rosas			