Pre-Event & Getting Setup for Success

Route Sign Prep & Loading: @ GP Roadways
Sat. 9/22, 9:00am-12:00pm
Staple course directional signs to A-frames and load truck.

Truck Loading for Packet Pickup: @ HBL Office
Thurs. 9/26, 10:00am-12:00pm
Load merchandise and packet pickup supplies into vehicles. Stairs and exercise included!

Packet Stuffing & Setup: @ Ala Wai Clubhouse
Thurs. 9/26, 5:30pm-8:00pm
Stuffing the rider packets with bib numbers, course maps, flyers, and goodies, as well as setting up merchandise displays.

Packet Pickup: @ Ala Wai Clubhouse
Fri. 9/27, 9:30am-2:15pm & 2:00pm-6:30pm, Sat. 9/28, 9:30am-1:45pm & 1:30pm-5:30pm
Check in participants, hand out rider packet, numbers, and event t-shirt, and help with HBL merchandise sales.

Kapiolani Park Finish Area Setup: @ Kapiolani Park
Sat. 9/28, 9:00am-1:00pm
Setup barricades to delineate finish chute.

Unload Merchandise & Equipment: @ Kapiolani Park
Sat. 9/28, 5:30pm-7:00pm
After packet pickup closes, HBL merchandise and equipment get unloaded at Kapiolani Park for the next morning.

Aid Station Truck Loading: @ HBL Office
Sat. 9/28, 11:00am-4:00pm
Load equipment for aid stations onto supply trucks. Stairs and exercise included!

Ride Day Start & Finish Area

Ride Start Setup: @ Kapiolani Park
Sun. 9/29, 4:00am-5:30am
Setup start archway, barricades, tents, equipment, etc.

Day of Packet Pickup & Registration: @ Kapiolani Park
Sun. 9/29, 4:30am-8:00am
Check in participants, hand out rider packets, take day of registrations.
**Start Group Flag Bearers: @ Kapiolani Park**
Sun. 9/29, 5:30am-6:30am
Get right in the action at the start, and guide riders by group to the start line.

**Parking Lot Attendant: @ Kapiolani Park**
Sun. 9/29, 4:00am-6:30am, 6:00am-9:00am
Verify and guide vehicles to park in reserved parking lot.

**Ride Finish Area Setup: @ Kapiolani Park**
Sun. 9/29, 7:00am-10:00am
Setup finish archway, relocate barricades, setup tents, setup merchandise, etc.

**Bike Valet Attendant: @ Kapiolani Park**
Sun. 9/29, 8:00am-11:15am & 11:00am-2:30pm, 2:15pm-5:30pm
Valet bikes for riders at the finish area.

**Merchandise Tent: @ Kapiolani Park**
Sun. 9/29, 8:00am-1:00pm & 1:45pm-5:30pm
Help with merchandise sales.

**Info / Volunteer / Iron Okole Tent: @ Kapiolani Park**
Sun. 9/29, 8:00am-1:00pm & 12:45pm-5:30pm
Help direct participants and volunteers where to go, support with distributing HBL membership information, collect Iron Okole mileage.

**English/Japanese Facilitators: @ Kapiolani Park**
Sun. 9/29, 10:00am-12:30pm & 12:30pm-3:00pm, 3:00pm-5:00pm
Help translate at finish area merchandise tent, info tent, etc.

**Finish Area Cleanup / Breakdown: @ Kapiolani Park**
Sun. 9/29, 4:30pm-6:30pm
Breakdown finish area tents, banners, merchandise, and bike racks. Load equipment into vehicles.

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**On the Road & Making it Happen**

**Route Directional Sign Deployment: Start @ Kapiolani Park**
Sun. 9/29, 3:00am-9:00am
Distribute directional signs along route at intersections, aid stations and turns as outlined in sign deploy plan.

**Route Directional Sign Pickup: Start @ Kapiolani Park**
Sun. 9/29, 9:00am-6:00pm
Pickup signs from route as outlined in sign deploy plan, detaching sign from A-frames and removing staples as you go.
Aid Station Equipment Delivery & Pickup – Big Box Truck: Start @ Kapiolani Park
Sun. 9/29, 5:00am-5:00pm
Drive or ride as passenger in two-person team to deliver supplies to windward aid stations.

Aid Station Equipment Delivery & Pickup – Small Box Truck: Start @ Kapiolani Park
Sun. 9/29, 5:00am-12:00pm
Drive or ride as passenger in two-person team to deliver supplies to town side aid stations.

Rubbish Truck Driver & Pickup: Start @ Kapiolani Park
Sun. 9/29, 8:30am-5:00pm
Drive rental pickup truck to all aid stations to collect trash and take to transit center for disposal.

Ice Delivery: Start @ Kapiolani Park
Sun. 9/29, 6:00am-8:30am
Pickup approximately (10) 40 lbs. bags of ice at Hawaiian Ice and deliver to aid stations.

Pizza Delivery: Start @ Costco
Sun. 9/29, 9:00am-12:00pm
Pickup approximately (50) pizzas from Costco, and deliver to aid stations using personal vehicle.

Aid Station Captains & Crews

Various Locations on Ride Day - Sunday, September 29
Setup aid station tents and tables. Prepare snacks, water, and sports drinks for riders to enjoy on their ride. Have first aid supplies available if needed. Communicate issues if they arise.

Aid Station Captains will receive additional instruction to direct each crew, and will be invited to a pre-event aid station captain meeting to review instructions.

Kapiolani Park - Sun. 9/29, 7:30am-5:30pm

Sandy Beach Park - Sun. 9/29, 6:00am-10:00am

Kailua Intermediate School - Sun. 9/29, 6:30am-3:00pm

Kahaluu 7-11 - Sun. 9/29, 7:00am-12:30

Swanzy Beach Park - Sun. 9/29, 7:30am-1:00pm

KEY Project - Sun. 9/29, 8:00am-2:00pm

JAIMEHawaii Kai - Sun. 9/29, 7:00am-5:00pm

Aloha Fun Ride - Fort Ruger - Sun. 9/29, 7:00am-9:30am

Aloha Fun Ride - Wailupe Beach Park - Sun. 9/29, 7:00am-10:00am
Aloha Fun Ride - Maunalua Bay Beach Park - Sun. 9/29, 7:30am-10:30am

Aloha Fun Ride - Wilson Playground - Sun. 9/29, 7:00am-11:30am

**Rider Support & Event Operations**

**Ride Command:** @ Kapiolani Park
Sun. 9/29, 5:30am-12:00pm & 11:30am-5:30pm
Ride command makes sure the event is safe for everyone. Command receives incoming calls from ride participants in need of support, course marshals, and aid station captains. Ride command makes outgoing calls to direct support needed on the course. In case of an emergency or a hazard the proper measurements will be taken and directed through command. **EXPERIENCE REQUIRED.**

**Course Marshals:** Along route
Sun. 9/29, 6:00am-12:00pm, 11:30am-5:30pm
Magnetic sign provided for volunteer's vehicle to identify as a ride support vehicle. Course Marshals are the eyes of the Command Center and make sure the event is as safe as possible, supporting riders who need help or assistance. Equipped with basic tools and able to repair minor mechanicals and flats. **EXPERIENCE REQUIRED.**

**Rider Transport:** Along route
Sun. 9/29, 8:00am-1:00pm, 12:30pm-5:30pm
Must have a personal vehicle (truck, van, car with bike rack, etc.) that can carry at least two riders & their bikes. Magnetic sign provided for volunteer’s vehicle to identify as a ride support vehicle. Rider Transport volunteer to pick up riders and their bikes and transport to aid station or finish area as directed by Course Marshals and Ride Command.

**Post-Event & Back in Town**

**Aid Station Truck Unloading:** @ HBL Office
Sun. 9/29, 4:00pm-8:00pm
Unload all event equipment and put back in HBL storage room. Stairs and exercise included!

**Drive Pickup or Box Truck from HBL Office Returning to Penske:** Start @ HBL Office
Sun. 9/29, 8:00pm-9:00pm
Drive one of the rental trucks to be returned to Penske in Mapunapuna.