



# CREW 101

Everything you need to know about being a Susan G. Komen 3-Day crew member.

The Komen 3-Day Crew is an incredible team of people! As a member of the crew, you will add to a legacy of excellence. You are part of a tradition of people who cooperate without ego, never say no to a job that must be done and always offer a helping hand and a smile.

As part of the crew, you may find yourself putting up a tent at a pit stop at 4:30 a.m. You could be cheering on the last walker of the day, giving the inspiration needed to crest one last hill before reaching camp. Or, perhaps you'll be the consoling voice in a sweep van when a walker needs strength and encouragement. Your reward? Their smiles.

Thank you for joining the crew. We are proud to welcome you (or welcome you back) to the 3-Day.



## REVIEW YOUR CREW TEAM HANDOUT

Each crew member is assigned to a crew team and has a specific role to ensure on-event success.

Please review your **crew team handout** to learn about your on-event responsibilities. If you have a physical limitation, it is very important that you let us know so we can find the right team for you. Your Crew & Volunteer Coordinator will work with you to find the best team for both you and the event.

## WORKING ON THE ROUTE MARKING CREW

- 1**  
You are an Advance Team
- 2**  
Work with Your Route Marking Coordinator
- 3**  
Follow Route Marking Responsibilities and Best Practices
- 4**  
Use Route Marking Supplies
- 5**  
Sendin': Take Down Your Section of the Route and Cheer for Walkers

**You will begin your Susan G. Komen 3-Day® journey on Thursday morning!** Serving with the Route Marking team requires a full four-day commitment. Your team will begin marking the route on Thursday morning, and we sleep in camp on Thursday night.

**Your Route Marking Coordinator:** You will work most closely with the Route Marking Coordinator. His or her job is to base you on all Route Marking operations and give you a team briefing throughout the weekend.

**Marking the Route:** You'll have three primary responsibilities as a member of the route marking team:

1. Marking the route.
2. Using orange flag "fixes"—which is correcting or replacing any signage along an active part of the route.
3. Collecting the orange bottled fix: Colloquial: "We won't" (see our sign guide) (We Colloquial: "not posted").

Each day's route is approx. 20 miles long, and you and your van will mark approx. 6-8 miles each full route each day. There's a lot of ways to mark the route and it takes about 60-90 minutes to mark 1 mile. So give your markers your energy accordingly. Your days can be long, but together, your team will finish a 42-mile weekend on the road.

**Route Marking Best Practices:** Here are a few tips to help you manage your time efficiently when placing signage.

- **Ride With GPS (RWGPS)** is the software the 3-Day team uses to create the routes. You can use the RWGPS app (for both iPhone and Android) to access turn-by-turn directions for the route.
- **Review the Maps:** For marking, we have a lot of maps, study your own map to verify details. Do not use your smartphone; the walkers will enter and exit—and if it's not clear, ask the Route Marking Coordinator.
- **Follow Route Cues:** Please follow your route cues line-by-line and do not deviate from the cues.

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**CHAIN OF COMMAND**

Crew communication is key! And the key to crew communication is chain of command.

**Crew & Volunteer Coordinator and On-Event Staff**

**Senior Captains**

**Crew Captains**

**Crew Members**



**CREW CAPTAINS**

Your Captain is your best resource for all things related to event logistics and details for your crew team.



If you have a question, first go to your Crew Captain and your Captain will run it up the chain of command as needed. This is the quickest way for you to get your questions answered both before the event and on the event.

**CREW FUNDRAISING**

Crew members are required to raise at least \$100 for the fight against breast cancer. It is through your fundraising that you are going to make the biggest impact on the most lives. Susan G. Komen® has used the money we've raised to save lives and make huge strides in breast cancer research. We have a special incentive for crew members that go above and beyond by fundraising. Crew members who raise \$500 or more may register and select their crew teams for the next year's event two days prior to general registration opening. Crew members who raise \$250 - \$499 may register and select their crew teams one day before general registration opens. Check out our [fundraising webinars](#) for tips and tools on fundraising success.

**CREW TEAM MEETINGS**



Every crew member begins the 3-Day weekend by attending a crew team meeting. Most team meetings will take place on Thursday afternoon but some might take place early Friday morning. Attendance is mandatory for all crew members.

At your team meeting, you will meet your fellow teammates and review event details specific to your crew team. Event drivers will also need to complete mandatory in-person drivers training on Thursday afternoon. Your captains will send you specific details about locations and time about two weeks before the 3-Day.

Route Marking and Camp Operations (San Diego only) begin their crew duties on Thursday morning and stay the night at camp on Thursday night. The rest of the crew stay home or at a hotel on Thursday night and begin work early Friday morning.

**CREW UNIFORM**



Each crew member is provided with two crew t-shirts to serve as their crew uniform. Your shirt must remain intact so the 3-Day logo and your crew designation are visible, but feel free to customize your crew t-shirts to make them festive.

All crew members must wear closed-toe shoes when performing crew responsibilities at all sites and on the route.





## FRIDAY MORNING



The Opening Ceremony begins early on Friday morning. Your Crew Captain will let you know what time to arrive and whether you will need to arrive at the Opening Ceremony site or at the Crew Vehicle Parking Lot. Plan to eat breakfast ahead of time as only snacks will be available until lunch.

Drop off your luggage at the gear truck or the luggage collection room. Make sure to remove anything you need for the day before handing your luggage over to the crew as it won't be accessible until later in the day. After you drop off your gear, meet up with the rest of your crew team at the location designated by your captain and begin your job as a crew member either on the route or at the Opening Ceremony.

Most road crew teams will leave before the Opening Ceremony begins to prepare the route for walkers. Camp crew teams and select road crew teams will assist the walkers upon arrival at the Opening Ceremony. Once the Opening Ceremony site is broken down and clean, route teams will position themselves on the route and camp teams will tear down the Opening Ceremony site and set up for camp.

## ROUTE CREW

Route crew members are responsible for placing route signage, staffing route stops, safely moving the walkers forward on the route and encouraging them every step of the way. Please review the Route Teams Handout for more detailed information about route design and operations.



## CAMP CREW & HOTEL CREW



Camp and hotel crew members are responsible for helping to create a home away from home. You will be providing services and activities that will make your fellow participants feel comfortable. If you're crewing an outside camp (San Diego), you may help by serving hot meals, helping walkers set up their pink tents, and assisting with other fun things like games and yoga! If you're working on the hotel crew, you may help by driving hotel shuttles, helping the 3-Day Lounge and handing out legacy pins and yummy treats. Camp opens for walkers at 12:00 or 1:00 p.m., depending on the day, and camp closes at 8:00 p.m. to ensure that crew members can get to bed for some well-deserved rest.

## FINISH LINE FESTIVAL

Camp crew members help to set up and staff the Finish Line Festival. Day volunteers will arrive mid-afternoon to take over Finish Line Festival responsibilities to allow crew members to enjoy the celebration as the walkers arrive. When route crew members are finished with their duties for the day, they meet the rest of the crew and walkers at the Finish Line Festival. Crew members should be sure to turn in event communication equipment, get reimbursed for any gas or meal receipts, pick up a victory t-shirt, refuel at the pit stop and cheer for walkers as they finish their journey.



## CLOSING CEREMONY



The Closing Ceremony is a remarkable, moving experience—one that's difficult to put into words. You will be cheered, thanked and celebrated for a job well done by those you have served all weekend. This is your time to celebrate your accomplishments from the past weekend; a time to reflect upon what has brought you on this journey and those that you honor. You will have a chance to line up and walk into the ceremony site with your team as we take our Victory Walk to close our amazing weekend.

## HEALTH AND SAFETY

Our first priority is always a safe event. To keep it safe, we need your cooperation. You must take responsibility for your own safety. Use caution and be aware of your surroundings when walking around event sites. All kinds of vehicles, from 24-foot trucks to utility carts, to fork lifts will be driving around moving and delivering supplies. While drivers must be careful of pedestrians, it is important that pedestrians are aware of movement around them, too.



It is also important that as a crew member, you stay hydrated and nourished and take breaks when needed. In addition, you may be outside all day long so it is important that you use sunscreen if you are. And in the spirit of kindness, please keep an eye out for the health and safety of others. If you, a walker or another crew member are injured or not feeling well, please seek help at the Medical Tent. The Medical Crew Team will be glad to care for you.

## EVENT VEHICLES

As a crew member you will travel in 3-Day vehicles from Friday morning until Sunday afternoon. Your crew team will determine whether you will be riding an event shuttle, in a van or in a box truck.

**Personal vehicles are not allowed at any 3-Day site** so plan to get dropped off on Friday morning and picked up on Sunday afternoon at the Closing Ceremony. The only exception to the no personal vehicles policy is for members of the Route Safety team. Members of Route Safety utilize personal motorcycles and bicycles for their crew responsibilities.



## THANK YOU!



As a 3-Day crew member you are making a BIG impact. By joining the crew *you* are a big part of continuing our powerful legacy! The crew is the backbone, muscle, and spirit of the event. Thank you for giving your time and energy to this cause. Please take a moment to reflect on your reason for participating as a crew member. What inspires you to end breast cancer? Why are you here and what is your goal? As we move closer to the event, keep these reasons at the forefront of your mind and celebrate your commitment.

**WE LOOK FORWARD TO SERVING WITH YOU!**