bike to create a world free of MS

2008 Bike MS Ride
Finish Committee

National Multiple Sclerosis Society
Kentucky
Southeast Indiana
Chapter

Logistics

Individual must reside in the Lexington area or make frequent visits to Lexington. In addition, availability on June 7 & 8 is required.

Finish Coordinator
(does not include Rider Check-in)

Finish
Coordinate all activities (except rider Check in) at the Start
Secure Facility
Submit facilities form to Risk Manager for Confirmation & Insurance Requests
Coordinate Set Up
Identify Storage for Supplies (Friday and Saturday Night)
Parking Plan
Signage & Banner Placement
Entertainment & AV needs
Check & Direct – rental delivery/pick up
Set up finish line picnic
Luggage Truck Placement
AV Needs
Electricity
Plan for Water (identify source) and Garbage (disposal)
Keep grounds neat & tidy
Tear Down and pack Supplies

Conduct site surveys & produce layout
With Chapter staff – survey site and plot layout
Work closely with staff to produce electronic layout for event handbook

Submit Volunteer Needs to Volunteer Coordinator
Fill out and submit volunteer needs profile by deadline

Submit rental & supply needs order forms to Logistics Co-Chair
Fill out the supply and rental needs order forms & submit by deadline

Additional Requirements:
Able to effectively operate the computer system(s), including internet and email. Must be able to operate the MS Society's telephone system, copier, and fax machine. May be asked to climb ladders and lift a minimum of 60 pounds, help with loading of trucks for special events and may need to drive a truck. Must be willing to use own vehicle and work evenings and weekends.

Works With:

Logistics Co –Chair

Staff: Sarah Frazier