

## **FRIDAY APRIL 24 RIS 5K BIB AND SHIRT DISTRIBUTION**

MPR is available all day! Some volunteers are showing up around 8AM to sort shirts, hook pins, and get the space ready. The office is expecting volunteers to show up early.

**11AM-12PM – Official bibs should arrive.** Joseph will bring them to the MPR and leave them on the stage. We also have generic bibs if the Music students need them.

**12:00-1PM - Joseph will pick up the van from Torrance U-Haul.** Volunteers can start loading tables, chairs, cones, banners, ez-ups, cups, 1<sup>st</sup> aid bags, etc. as soon as van arrives. Shirts, bibs, reports, and water can be loaded at the end. Note for Joseph: Get count of sponsors who need tables and inventory everything that goes in van, and leave latest reports before noon.

**12:00-1PM – Shirt Delivery.** Shirts should arrive at MPR by 1PM.

**12:30-1PM – Music Pick up.** Music kids can pick up their bibs and shirts in the MPR during this time, per Mr. Mancilla. Parents do not need a sticker if they go straight to MPR. We'll need to use the area closest to the doors since Orchestra will be practicing until they leave.

**1PM – 1:45PM - Distribution Set up.** Some volunteers should be on hand to sort shirts by size, tape directions, set up tables, get reports, and learn how to use the reports. We can move closer to the stage when Orchestra clears out. Note: We need to set a separate table for shirt exchange or we need a policy on changing shirt sizes.

**1:45PM - 3PM - ISPE and Early Birds.** Students will be streaming in to pick up starting at 2PM. I would like to invite parents to show up at this time to take some pressure off the 3pm crush.

**3PM - 5PM – School-wide Pick up.** Mr. Mancilla will send out a school-wide email distribution on Thursday to let students know that they can pick up their shirts and bibs after school. Joseph will email everyone who registered as of 10PM Thursday. Students and parents who wish to register must visit [RIS5K.COM](http://RIS5K.COM) to sign up online and receive a bib number. We're not set up for cash registration.

4/24/26 9:57 AM

Text Joseph 310-971-0610 with updates/questions