

## VERITY'S VILLAGE EVENT INFORMATION

Scheduled: Saturday, September 16, 2023 at Palmer Lake Regional Recreation Area

Verity's Village "Run for the Rare 2023" is a fundraiser for our nonprofit organization. Though we use the word "run" in the title, participants are also invited to walk, push a stroller or wheelchair, or jog, however they wish to make their way around Palmer Lake. Participants will pre-register before the event, allowing us to have a better estimation of total attendance.

Set up will begin at 7am for event volunteers and sponsors. We will encourage sponsors/vendors, after they have unloaded, to move their vehicles to the parking area just off 105 on the other side of the lake to allow more space for others to park closer to the event, with notice to participants to make use of available parking areas.

Check-in will begin at 8am at the main pavilion (already reserved/paid for online). We will have different "waves" of walkers/runners depending on how many participants register. Thus, start times will be staggered. The route will be counterclockwise around the Lake. For those who wish to complete a full 5K, we will notify them of the appropriate number of laps and ending point. (We are asking for help in determining the distance around the lake!)

Vendors will be those who choose to sponsor our event. They may share information about their organizations/ businesses throughout the morning but will not be selling anything.

We will invite food trucks (Kona Ice and Holy Smokes BBQ, possibly others) to participate and make sure they have appropriate permits.

Based on our estimated numbers for attendance, it is agreed we should be fine with existing toilet facilities at the recreational area. We have been told the bathrooms will be accessible and unlocked at the time of the event.

We will bring additional garbage containers and liners and will have volunteers collect all trash as we close out the event so we can take it away to dumpsters. Volunteers will observe trash levels and change out liners as needed throughout the event.

We will be speaking with local businesses to assess interest in donating items for our door prizes and silent auction as well as providing information to them about sponsorship opportunities. Along with this, we will ask for permission to put up flyers in their establishments. We will reach out to Monument Living to see about getting coverage in their magazine as well as local papers and radio stations. Finally, we will be spreading the word through our social media channels and inviting our sponsors to do the same.

We will have nurses on site along with First-Aid kits. If we are required to hire a professional emergency medical services provider for our event, we will do so and would appreciate recommendations. Since our expected attendance is fairly small, and since we do not anticipate much risk associated with this event, we do not at this time plan to hire additional services (such as through the fire and police departments); however, this is our first event, and if the council believes these are necessary services for our event, we will comply accordingly.