



*Here is your chance to involve your business
in a premier quality of life event in Jefferson Parish.*

The Jefferson Chamber's 4TH ANNUAL TOUR DE JEFFERSON

Sunday, November 14, 2010



Yes, I would like to volunteer for Tour De Jefferson. I would like to:

Name _____

Phone _____ Home? Work? Cell?

Email address _____

Return by fax (504) 835-3828 or by email Selva@Jeffersonchamber.org
Questions? Call Jefferson Chamber Of Commerce (504) 835-3880

Prior to Ride Volunteers needed:

Volunteer Chairs: can commit to take responsibility for the following areas:

Volunteers: find, coordinate and train the following volunteers. 2 Parking directors, 14 rest stop volunteers, 8 registration volunteers, 4 rest area set-up volunteers

Fin Du Tour: secure food, beverage and paper supplies to feed 550 riders and volunteers. Coordinate and train 10 volunteers to help set up and serve at Fin du Tour. Secure entertainment.

Route Coordinator: secure and train volunteers to place route signage on morning of ride, markings on streets prior to ride. Secure 3-4 trucks with trailers for SAG support. Coordinate all rest areas, street cleaning, police support for ride.

Marketing Coordinator: redesign volunteer & sponsorship flyers and brochure with new dates and any new information. Press releases about sponsorship opportunities and the ride. Secure volunteers to deliver information to bike shops. Work with the Chamber's communication committee to update website (tourdejefferson.org) and advertise in City Business chamber page.

Pick Up Friday, November 12:

Pick up at one of the following locations and deliver to Bayou Segnette: Northrop Grumman, Coca Cola or Whole Foods

Set up in Bayou Segnette (Saturday, November 13, 1 pm - 3pm):

Help set up the start/finish at Bayou Segnette. Hang Banners and sort water and snacks for rest areas.

Day of Ride Volunteers needed (Sunday, November 14):

Parking Directions (2) (7 am - 8:45 am):

Stand right past entry and ensures all cars go around loop and direct to park at wave pool.

(continued on back)

Route Signage (2) (7 am - 8:45 am):

Place directional signs along roadside of entire route. Place 2 Mylar balloons on each Rest Area Sign.

Rest Area Set Up (3) (7:00 am - 8:45 am):

Pick up 4 ice-chests filled with water, 2 tables, & snacks for rest area. Report to Alario center for ice that will cover water. Deliver to rest areas

4 Rest stops with snacks, water and bathroom facilities:

- Westwego Farmers Market, 484 Sala Avenue, Westwego
- Estelle Elementary: 2800 Baratavia Blvd., Marrero, LA
- Jean Lafitte National Park Visitor Center - 6588 Baratavia Blvd Marrero, LA
- La.Tour Company - Lafitte - Ice chest with water only

Registration in Bayou Segnette (8) (7:30 am - 8:45 a.m.):

Sign riders up for the tour, distribute t-shirts, water bottles and rides guides; and direct people to the start location.

Rest Area Man, Welcome & Serve (14) (9:00 am - 2:00 pm):

- Enthusiastically cheer on cyclists as they approach rest area. Serve water and snacks, direct to restroom facilities, close up rest area when SAG wagon comes by and reports last rides have passed. Load SAG wagon with all extra snacks, ice-chest, TDJ tables and chairs. Make sure no litter or debris left behind.
- Westwego Farmers Market, 484 Sala Avenue, Westwego
- Estelle Elementary: 2800 Baratavia Blvd., Marrero, LA
- Jean Lafitte National Park Visitor Center - 6588 Baratavia Blvd Marrero, LA

SAG Support (9:00 am - 2:30 pm):

Any cyclist unable to continue for a ride related reason can use our support vehicles which are available to transport riders and bicycles back to Bayou Segnette. SAG Drivers stop for riders on the side of the road who require assistance, due to injury, fatigue, etc.

Finish Line Welcome Committee (2) (10:45 - 12:30 pm):

Cheering Crowd at Bayou Segnette provides a festive 'hoopla' as the cyclist ride through the finish line. Help with setting up the snacks and refreshments for the cyclist.

Fin du Tour Celebration Helpers (8) (11:00 am - 2 pm):

Help with finish line fin du tour lunch. Help set up and serve jambalaya, pasta, salad and dessert. Refill drink coolers. Clean up pavilion.

Massage Therapists (11 am - 2pm):

Provide massages between 11 a.m to 2:30 p.m. at the finish line.

Meal Delivery (2) (11:15 am - 12:30 pm):

Pick up to-go plates for police and on-route volunteers and deliver along the route.