

Tahoe Sierra Century Event Organization

Routes & Safety

Permits Manager*

- Secures permits for rest stops and routes

Route Coordinator*

- Organizes signs and route markings
- Updates and manages safety plan
- Oversight and information for 4 Zone Managers, 3 SAG drivers

Zone Managers (4)

- Put up/take down road and route signs
- Provide rider support and safety oversight on the course

Ride Director*

- Coordinates/provides support for all Managers
- Creates budget
- Hosts the event
- Provides wrap-up and feedback

Outreach

Promotions Manager*

- Updates/implements marketing plan
- Ride/Event Calendars, website, Facebook pages
- Targeted ads, articles in local/regional markets

Merchandise/Design*

- Establishes design theme for year (posters, ads, t-shirts, jerseys)
- Orders bags, bottles, jerseys, hats, t-shirts

Sponsorship Manager*

- Secures and supports local business and product sponsors

Administration

Volunteer Coordinator*

- Manages Signup Genius
- Secures volunteers for all positions
- Provides volunteer information and packets

Registration Manager*

- Establishes on line and mail-in registration forms
- Rider Communication
- Runs Friday/Saturday Registration

Treasurer*

- Manages bank account (Quickbooks, payments, bills)
- Provides monthly reports
- Coordinates with FAN Club financial reporting

*Leadership Team Member

Rest Stops & Dinner

Catering Manager*

- Establishes lunch/rest stop menus
- Secures food donations and orders/shops for the rest
- Oversight for food preparation/packing

Supplies Manager*

- Manages rest stop supplies inventory
- Coordinates staging supplies pre-event
- Coordinates cleaning/packing supplies post event

Rest Stop Managers (5)

- Sets up/cleans up at rest stops
- Hosts riders (food, drink, support)

Dinner Manager*

- Coordinates with Fireside Pizza
- Organizes beer, dessert, supplies