



## International



# *International Relay For Life*

## *Logistics Guidebook*



## WELCOME

Since its earliest beginnings in 1983 in Tacoma, Washington, USA, American Cancer Society Relay For Life has brought communities together to fight a common enemy – cancer. As it grew to reach more and more communities across the USA, Relay became a major player in every facet of the American Cancer Society’s mission to eradicate cancer. Now there are Relay For Life events in 20 countries and cancer organizations around the globe are finding that Relay is an incredible conduit for their country’s population to learn more about their organization’s mission and services.

Through Relay For Life cancer organizations are creating awareness about cancer, recognizing and celebrating survivors and those who care for them, remembering those who lost their battle against cancer, and encouraging citizens everywhere to become involved in the fight against cancer. The funds raised help cancer organizations achieve their mission and deliver their services.

The International Relay For Life Advisory and Training Team (IRATT) worked for months to make this guidebook one that will be helpful to staff and volunteers worldwide. Whether you are brand new to Relay – a new event or committee chair – or are simply searching for information to grow and improve your existing event, we think this guidebook will be a valuable resource.

We have combined the best information from RFL guidebooks across the United States, added time-tested tips and best practices from staff and volunteers and received input from international Relay staff and volunteers to make this guidebook one you can use to make your event the best it can be. From information on recruiting your first committee to planning ceremonies, we think you will find the tools you need in planning your Relay For Life event.

We offer a special thank you to the IRATT members who worked diligently to put this guidebook together. You will find them listed below. The work was done with the hope that Relay staff and volunteers worldwide will find the resources needed to help continue the Relay For Life tradition of excellence in communities across the globe. We wish you the very best of luck in planning and carrying out your event and thank you for all you do to help eradicate cancer. We are One Word – One Hope...and through International Relay For Life we are making a difference.

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# TABLE OF CONTENTS

- THE ROLE OF RELAY IN THE FIGHT AGAINST CANCER..... 4**
- INTERNATIONAL RELAY FOR LIFE STANDARDS ..... 4**
  - AS A RELAY FOR LIFE COMMITTEE MEMBER:..... 5
  - TOOLS YOU SHOULD HAVE IN YOUR RELAY TRUNK:..... 5
- LOGISTICS CHAIR ..... 6**
  - DUTIES AND RESPONSIBILITIES..... 6
- SECURING AND MANAGING THE RELAY SITE ..... 8**
  - SECURING A SITE ..... 8
  - TIPS AND SUGGESTIONS ..... 8
- CHOOSING A NEW SITE ..... 9**
- BEST PRACTICES ..... 10**
- RELAY FOR LIFE LOGISTICS CHECKLIST ..... 12**
  - ESSENTIALS ..... 12
  - FACILITIES AND SUPPLIES..... 12
  - POLICE/SECURITY/MEDICAL..... 13
  - DECORATIONS ..... 13
  - SET-UP ..... 14
  - CLEAN UP ..... 14
  - PARKING..... 14
  - CELEBRATE. REMEMBER. FIGHT BACK. .... 14
- LISTING OF INTERNATIONAL RESOURCES..... 17**
  - CONTACTS ..... 17
- INTERNATIONAL CANCER ORGANIZATIONS..... 18**

# THE ROLE OF RELAY IN THE FIGHT AGAINST CANCER

Since 1996, the American Cancer Society has collaborated with multiple cancer organizations in countries outside the United States to license and support Relay For Life programs. As a result, American Cancer Society Relay For Life events take place worldwide. The International Relay For Life program enables cancer organizations around the globe to increase their visibility and generate cancer awareness, outreach, and income while building survivorship, volunteerism, and advocacy efforts in their communities.

Through Relay, these organizations bring together passionate volunteers, promote their mission-based activities, and mobilize communities to take action in the international movement to end cancer. No matter where they take place in the world, Relay events give people a chance to celebrate the lives of cancer survivors, remember loved ones lost, and fight back against a disease that has taken too much.

## INTERNATIONAL RELAY FOR LIFE STANDARDS

To be considered an International Relay For Life event, the following criteria need to be met:

1. The event must take place *overnight*.
2. There should be at least an *Opening Ceremony* and *Closing Ceremony*.
3. Survivors will be remembered through a *Candlelight (Luminaria) Ceremony*.
4. The event should incorporate *Survivorship activities*.
5. Through Relay, we will include *Mission Delivery (Cancer Education.)*
6. The event should be completely *Tobacco free*.



# RELAY FOR LIFE COMMITTEE EXPECTATIONS

When you become a member of the Relay For Life committee, you become an volunteer for your cancer organization. You, along with your fellow committee members are producing an event that will positively impact the lives of people in your community. By helping raise cancer awareness and money, you and everyone involved in Relay For Life are fighting back against cancer. Relay For Life is a community-owned, volunteer-driven event. Your staff partner is your coach and your resource.

## AS A RELAY FOR LIFE COMMITTEE MEMBER:

- Plan on attending all committee meetings.
- Recruit help! As your event grows, you will need sub-committees.
- Two-year terms are recommended. Plan for your transition by appointing a co-chair.
- Assist other committee members when asked.
- Attend organization trainings about your committee position (i.e., Relay U or Track Chats).
- Recruit teams! This is the key to a successful Relay
- Complete a partnership agreement with the Event Chair and subcommittee chairs.
- Have a team of your own or be a team member.
- Plan to be at the event to help set-up.
- Plan to camp out and be at the event the entire Relay.
- Plan to stay until the end and help clean up.
- Get all the work done prior to the event so you can enjoy the event.
- Attend the wrap-up meeting to brainstorm how to improve next year's event.

## TOOLS YOU SHOULD HAVE IN YOUR RELAY TRUNK:

- A Relay For Life video
- Relay For Life posters
- Relay For Life brochures
- Relay For Life annual report booklet
- Your Relay For Life notebook

# LOGISTICS CHAIR

The Logistics Sub-Committee Chair is responsible for building and maintaining a solid, competent infrastructure that supports the entire Relay For Life from beginning to end. This position requires someone who is detail-oriented and who thinks of what we'll need before we need it. You will work with venue staff to understand how the site works, how to operate everything, and where everything is located.

## DUTIES AND RESPONSIBILITIES

- Recruit Logistics Sub-Committee volunteers, including a co-chair, and meet with them regularly.
- Attend event committee meetings.
- Attend Team Captain meetings.
- Obtain necessary contracts and permits under the direction of your staff partner.
- Work with Event Chair to secure site and necessary equipment.
- Prepare site map.
- Arrange for 24-hour first aid.
- Arrange for traffic control/parking.
- Obtain 24-hour security, if necessary at your event.
- Obtain communication devices.
- Assign set-up crew volunteers.
- Assign clean-up crew volunteers.
- Obtain other committees' logistical needs, such as tents, tables, chairs, etc.
- Arrange 24-hour staffing for logistics.
- Recognize and thank logistics volunteers and in-kind donors.

As you recruit sub-committee volunteers, consider breaking tasks down into Facilities and Supplies, Security and Medical, Decorations, Set-up, Clean up, and Parking. A basic logistics checklist on page 22 will get you and your committee started. Depending on the size and location of your event, you may want to add or delete items to/from this list. The checklist is simply a tool to guide you along the path to a great Relay.

There are many additional resources, not listed in this handbook on various logistical subjects at [www.RelayForLife.org](http://www.RelayForLife.org)



## International



## *Logistics Details*



# SECURING AND MANAGING THE RELAY SITE

## SECURING A SITE

The first step to planning a Relay For Life in your community is finding a site. Work with the Event Chair to secure a suitable site for the Relay. Remember there is a place for a Relay in every community.

## TIPS AND SUGGESTIONS

- Most Relays take place at a track and field complex usually at a high school or university in the community. If there is no track in your community or your venue falls through at the last minute, there are other options. Consider holding your Relay at a baseball complex, fairgrounds, horse track, soccer field or City Park.
- A high school may be your best option since there is often less “red tape” at this level.
- You should be able to get the facility donated. You may have to pay for a custodian onsite and electricity if you use field lights. School athletic directors or facilities staff make great logistics committee members since they know the site.
- Many football coaches are protective of their football turf. Assure them the Relay won’t damage the grass, and that you will be pitching the tents in the infield. This also gives a stronger sense of community. It may help in your initial meeting with facility personnel to bring pictures of a video of Relay events so they can understand the minimal impact on the facility.
- The use of artificial turf is becoming more and more common for high school and college athletic fields. Be prepared to assure school officials of the commitment Relay volunteers have for responsible use of the facility. Have the names of nearby Relays that use artificial surfaces to show positive experiences elsewhere.
- Try to choose a site that has few or no homes nearby so you can reduce your chances of getting noise complaints. If you are using a facility in a residential community, it may be a good public relations move to provide advance notice of the event to nearby households along with information about how Relay supports the community.
- Try to choose a site where you can control who enters the facility. You’ll need to be able to monitor who is coming and going during the event. You don’t want random people coming and going during the middle of the night.
- Once you have secured the site, give the facility agreement and contract information to your Staff Partner who will forward them to the Legal Department (or the department in your organization that deals with contracts) for review.

## CHOOSING A NEW SITE

When choosing a new site for a Relay, there are certain things to look for and questions to ask. Do not choose the first site that says “yes.” Make sure there is room for your Relay to grow. Use the checklist below as a guide for finding the site that’s right for your Relay.

- Is there a track?
- Is there a field?
- Is there an 8 ½” x 11’ diagram available? (try to give metric measurements as well as some countries do not use the old imperial system)
- Can you camp out and set up tents inside the track area?
- Is there a sprinkler system? If yes, what precautions do you have to take?
- Is there lighting on the field? Can they be controlled for the luminary ceremony?
- Can we have a luminary ceremony?
- Is there power available on the track? If so, on what end of the track?
- Where are the electrical outlets located?
- Is water available? Is it potable?
- Are there bathrooms? What proximity to the track? Are there an adequate number of stalls?
- Are there bleachers/stadium seating?
- How much parking is available? Is there a place to put motor homes?
- Can participants drive on track to drop-off and set-up their site?
- Are golf carts or utility vehicles owned by the school available?
- Is there a convenient pull up/drop off site?
- Is security available or do we have to provide it?
- What time can you begin setting up?
- Are grills or open flame of any kind allowed?
- Are there dumpsters/skips? Will custodians collect trash/rubbish or will we have to bring it to dumpsters/skips?
- Where can we put a stage? Is one available?
- Is there a PA or sound system?
- Are there showers?
- Is the gym/cafeteria adequate enough if the event has to be moved indoors? Are they close to the track?
- Is there a secure place to count money?
- Are tables and chairs available?
- Can you hang banners? (Is there a fence around the site?)
- If the track and/or field are artificial, are there restrictions on food or beverages?
- If port-a-johns/portable toilets need to be brought in, where can we put them?

## BEST PRACTICES

- **Rain Site**—Secure an alternate site in case of inclement weather and inform Team Captains so they know the Relay is a rain or shine event.
- **Set-up and Clean up Crew**—Organize with volunteers who do not participate in the Relay. At the end of the Relay, participants will be tired and won't want or be able to clean up. Recruit Boy Scouts, football team, firefighters, or others for set up and clean up.
- **Sound System/PA System**—Having a professional sound person who will donate this service is great, however, make sure you're getting a quality sound system and someone who knows how to operate it.
- **A.M. Frequency**—If this frequency is available, have your sound system patched into it. Remind teams to bring portable radios so they can tune in and hear all the announcements.
- **Generators**—You probably won't have many power options at the venue. A donated generator (a quiet one) will save you a lot of circuit-blowing headaches.
- **Information Central**—Set up a message board in the registration tent where information is being communicated to participants—lost and found, drawing winners, messages, logistical set up changes, and other information.
- **Recycle**—Have trashcans/**rubbish bins** and recycle bins. A team may agree to take charge of this activity. One tip—hang extra trash bags/**rubbish liners** on the can/bin so they are easy to replace, and anyone can do it or place folded bags on the bottom of the can under the trash liner. Get a dumpster/**skip**. Give a trash bag/**rubbish bag** to each Team Captain to keep their campsite clean. Consider awarding a prize for cleanest campsite. Consider taking plastic water bottles and discarded drink cans to the recycling center as an additional event fundraiser.
- **Sun Canopies**—Have plenty especially if your Relay is in the heat of summer. You must have a place for Survivors to wait in the shade and for volunteers to work without risking heat stroke. If you have a water connection available, misters are a refreshing addition to the event during hot weather.
- **Equipment** – Have a local golf course donate a couple of golf carts to ensure you have a means for quickly moving about the site. Have a basic tool set on hand including wrenches, screwdrivers, hammer and nails, drill and bits, extension cords, duct tape, **zip/cable ties**, rope, flashlights and a variety of batteries.
- **Security and Medical**—Get your local hospital to do take charge of the medical component (see insurance regulations). Ask the police or sheriff's departments to be in charge of security. Make sure youth teams have a chaperone at all times.



## International



## *Logistics Resources*



# RELAY FOR LIFE LOGISTICS CHECKLIST

## ESSENTIALS

### FACILITIES AND SUPPLIES

- Secure site.
- Prepare a rain or inclement weather back-up plan (approved use of gym/cafeteria from school).
- Submit contracts to Region office for approval (work with staff).
- Complete insurance paperwork (work with staff).
- Conduct Site Safety Inspection – complete Site Safety Inspection form (work with staff).
- Secure lights (rented or use of schools – be sure you know how/where to turn them on and off. Is a key required for access?).
- Secure Water (Enough for entire event)
- Secure Tents (Registration, Luminary, Cancer Smart Shop, Survivors Reception, Children's, etc.).
- Secure Sand (Work with Luminaria Committee)
- Secure Ice
- Secure Trash barrels/rubbish bins and recycle bins (use facility's if available; need access to dumpster/skip).
- Secure Bathrooms (use of facility or port-a-johns/portable toilets)
- Secure Stage (with cover if having live entertainment)
- Designate camper/motor home parking
- Secure Custodian/Facilities Manager (if necessary; usually under contract from facility)
- Secure Walkie-Talkies (if available) or cellular phones (donated with airtime. Give to key volunteers and post phone numbers at various locations throughout site.)
- Secure Access for cars to track (cars to drop off equipment)
- Secure tables and chairs (Registration, Smart Shop)
- Secure sound system (or PA System with a boom box) for announcements and music (Work with Entertainment Committee)
- Secure separate volunteer crews for set up and take down
- Secure extension cords
- Secure generator (a quiet one)
- Get a key to anything that you'll need to get into such as bathrooms, lights, press box, snack shack/shop; or have custodian on duty.
- Understand sprinklers – how and where to turn them off
- Create a site map
- Keep a list of who donates what to recognize them in the event program and send thank you notes
- Secure a way to transport Relay supplies, materials, equipment to the site. Securing a donated U-Haul/safe allows you to lock-up items when they are not being used

## POLICE/SECURITY/MEDICAL

- Secure Police/Security to be on-site during high money times
- Secure accounting area with a lockable door (Work with Accounting Committee)
- Secure Security to escort for money people to the bank (if needed, depending on size of event)
- Secure Security to walk the venue between midnight and 5:00 A.M.
- Secure a Crew to periodically check on youth teams and makes contact with chaperones
- Notify nearby neighbors one week in advance to avoid complaints during event
- Have emergency plan in place; be sure committee knows how to respond in case of emergency
- Post emergency phone numbers in various locations around venue. Include “chain of command.”
- Include emergency phone numbers on the back of committee name badges for easy access
- Secure a medical tent and recruit volunteers to staff the medical tent. If utilizing medical professionals, the [organization] needs to be added to their insurance

## DECORATIONS

- Make Relay For Life in your community look and feel like a party
- Post Relay For Life signs with arrows to direct traffic to the venue
- Post appropriate signage (bathrooms, registration, parking, first aid)
- Recruit volunteers to put up and take down signs
- Secure Materials:
  - Purple Relay For Life balloons
  - Helium tank (get donated or find a company that will fill the balloons)
  - Ribbon (donated) to tie the balloons. Recruit a group of high school students or a balloon company to do a Balloon Arch at the start line. Cheerleaders and leadership students often know how to create a balloon arch.
  - Banners of your cancer organization
  - Relay For Life banners specific to your cancer organization
  - Sponsor banners
  - Rope and or string to hang banners
- Have a local high school make signs welcoming Survivors; hang signs around track
- Decorate the stage; if Relay has a theme, decorate the stage accordingly Recruit a group to help with decorations. You’ll need a sign crew, banner crew, balloon crew, and stage decoration crew.

## SET-UP

- Recruit a group of volunteers to help set up on Relay Day.
- Ideas include:
  - Groups of youth needing community service hours.
  - Military
  - Civic clubs and organizations
  - Local correctional facilities

## CLEAN UP

- Recruit a group of volunteers to help clean up when Relay is over. (These volunteers should be separate from other event volunteers.)
- Ideas include:
  - Groups of youth needing community service hours.
  - Military
  - Civic clubs and organizations
  - Local correctional facilities

## PARKING

- Recruit a group of volunteers to direct/coordinate parking (especially important for larger events)
- Designate a parking area for your Survivors. Parking passes can be issued in advance to those who pre-register
- Designate parking for disabled participants
- Shuttle vans or golf carts can be useful in transporting Survivors and other participants from remote parking areas. If using motorized vehicles, please ensure compliance with the insurance policies of your cancer organization.
- Civic clubs and organizations can help with this activity
- Include parking lot security in your plans as appropriate
- Signage is critical to creating a smooth parking process. Have plenty of signs to clearly mark designated areas

## CELEBRATE. REMEMBER. FIGHT BACK.

Although other committees do planning and ordering of supplies for Celebrate Remember Fight Back, the Logistics Committee will be responsible for the placement, maintenance and takedown of all the various Fight Back equipment. The Committee may want to appoint one person to work with the Event Chair to see that CRFB banners, hand-held flags, fight back tent and signage, etc. are properly managed throughout the event.





International



*International Relay For Life  
Resources*



# LISTING OF INTERNATIONAL RESOURCES

## CONTACTS

*Iris Pendergast* (p) 1-303-284-7674  
American Cancer Society International Relay For Life (e) iris.pendergast@cancer.org  
Lead Training Manager

## WEBSITE INFORMATION

International Relay For Life Homepage ..... <http://www.RelayForLife.org/relay/international>  
SharingHope.tv ..... <http://www.SharingHope.tv>  
Facebook Homepage.....  
..... <http://www.facebook.com/home.php?#/pages/American-Cancer-Society-International-Relay-For-Life/29709031925?ref=ts>

# INTERNATIONAL CANCER ORGANIZATIONS

## AUSTRALIA

Cancer Council Queensland  
Cancer Council ACT  
Cancer Council New South Wales  
Cancer Council Northern Territory  
Cancer Council South Australia  
Cancer Council Tasmania  
Cancer Council Western Australia  
Cancer Council Victoria

..... [www.cancer.org.au](http://www.cancer.org.au)  
<http://www.relayforlife.org.au>

## CANADA

Canadian Cancer Society ..... [www.cancer.ca/](http://www.cancer.ca/)  
[www.cancer.ca/relay/](http://www.cancer.ca/relay/)

## DENMARK

Danish Cancer Society ..... [www.cancer.dk](http://www.cancer.dk)  
<http://www.cancer.dk/Cancer/The+Danish+Cancer+Society.htm>

## FRANCE

Ligue Nationale Contre le Cancer..... [www.ligue-cancer.net](http://www.ligue-cancer.net)  
<http://www.relaispouurlavie.net/index.php>

## GERMANY

Schleswig-Holsteinische Krebsgesellschaft e – V ..... [www.krebsgesellschaft-sh.de](http://www.krebsgesellschaft-sh.de)  
[www.laufinsleben.de](http://www.laufinsleben.de)

## GUATEMALA

Una Voz Contra el Cancer

## HONDURAS

Asociación Hondurena de la Lucha Contra el Cancer ..... [www.ccancer.hn](http://www.ccancer.hn)  
<http://www.ccancer.hn/indexrelevos.htm>

## IRELAND

Irish Cancer Society ..... [www.cancer.ie](http://www.cancer.ie)

## JAMAICA

Jamaica Cancer Society ..... [www.jamaicacancersociety.org](http://www.jamaicacancersociety.org)  
<http://www.jamaicacancersociety.org/relayforlife.htm>

## **JAPAN**

Japan Cancer Society ..... <http://www.jcancer.jp/english>  
<http://www.jcancer.jp>  
<http://www.jcancer.jp/relay>

## **LUXEMBOURG**

Fondation Luxembourgeoise ..... [www.cancer.lu](http://www.cancer.lu)  
[www.relaispouirlavie.lu](http://www.relaispouirlavie.lu)

## **MALAYSIA**

National Cancer Society Malaysia – Kuala Lumpur  
National Cancer Society Malaysia – Penang  
..... [www.cancer.org.my](http://www.cancer.org.my)

## **NEW ZEALAND**

Cancer Society New Zealand.....[www.cancernz.org.nz](http://www.cancernz.org.nz)  
[www.relayforlife.org.nz](http://www.relayforlife.org.nz)

## **PHILIPPINES**

Philippine Cancer Society

## **PORTUGAL**

Liga Portuguesa Contra o Cancro..... [www.ligacontracancro.pt](http://www.ligacontracancro.pt)

## **SOUTH AFRICA**

Cancer Association of South Africa  
<http://www.ligacontracancro.pt/content.aspx?sid=2c9a0e7b-fee-4014-88d4-11f1e2a3c0ef&cntx=6IMJBoZMlIKzyZveAjth37FSb1L%2BDTcfCLUnQsBOC0U%3D>

## **THE NETHERLANDS**

The Dutch Cancer Society ..... <http://www.kwfkankerbestrijding.nl>  
<http://www.kwfkankerbestrijding.nl/index.jsp?objectid=17776>

## **UNITED KINGDOM**

Cancer Research UK.....[www.cancerresearchuk.org](http://www.cancerresearchuk.org)  
<http://www.cancerresearchuk.org/relay>

## **UNITED STATES**

American Cancer Society ..... [www.cancer.org](http://www.cancer.org)  
[www.RelayForLife.org](http://www.RelayForLife.org)

# *One world One Hope*

**International**



**International Relay For Life  
One World - One Hope!**

**[www.RelayForLife.org/relay/international](http://www.RelayForLife.org/relay/international)  
[www.cancer.org](http://www.cancer.org)  
1-800-ACS-2345**