

Clerk's Check-In Procedures/Instructions

1. Check bib number
 2. Check spikes
 3. Highlight name on event sheet
 4. Advise of heat/section & lane assignment
 5. Advise of when & where to report to Staging Area
 6. Advise of any schedule delays
 7. Check relay team member's uniforms (all 4 together)
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Clerk's Staging Instructions

1. Advise re: stay in this Staging Area now
2. Advise re: # of laps, starting lines, # of staggered turns, break lines
3. Advise re: advancement procedures to finals
4. Advise re: any schedule delays
5. Advise to put spikes on now
6. Call names & hand out hip numbers (advise: left/right/both/top)
7. Ask for questions
8. Good Luck!
9. Advise re: sweats/basket crews, movement to track, strides
10. Escort to track, place in lanes/step-up line