



***Schedule for Annual Walk - Delaware Technical and Community College Terry Campus
100 Campus Drive, Dover, DE 19904***

Friday, May 2nd –

Tent, Tables, and Chairs drop off and set-up. Time TBD

- Begin set-up of tent, tables/chairs – (Collective Event Group at Dover- AJ
- Porta Potties. Time TBD

Saturday, May 3rd

Timeline: 7am - 12pm

Security (Efforts lead by John Treadwell)

Delaware Tech Public Safety.

7:00am: Begin setup (Vendor areas (tables, chairs), staging)

7:30am: Photo Booth Arrives – (Make-My-Day Photos LLC)

Exhibitor Tables ready for set up by Exhibitors

Other Set-up Begins

- Set up signs for Walk course (Volunteer/Staff)
- Set up raffle baskets (Volunteer/Staff)
- Welcome tables (Volunteer/Staff)
- T-Shirt Distribution Tables (Volunteer/Staff)

8:00am: Food Vendors arrive for set-up:

- Blue Hen BBQ - Norm Washington
- Lucky Shot Coffee Co. – Matt Jernigan
- Photographer Arrives – Dapper Shooter Media, Isaiah Boone
- Face Painter Arrives – Emily of Fairy Paintbox,
- DJ's/ Sound- Gerald & Seth
- Reggae Artist- Kenny Vanella

8:15am: Place volunteer to assist at photo booth (make sure Booth staff doesn't charge entrance fee to Walk participants).

8:30am: Check-in & Registration Begins. (Volunteers guide participants to raffle tables and instruct them to visit vendors before everything kicks off.

8:45am: MC arrives- Noa Mills

8:55am: Pre-announcements (see MC script)

9:05am: Official Welcome - see MC Script

9:10am: Testimonial- How has NAMI/ NAMI Delaware impacted your life? (Jim Trojan)

9:20am: Poet Dominique Forehand

9:30am: Testimonial- How has NAMI/ NAMI Delaware impacted your life? (Deb Karr-Francis)

9:40am: MC introduces CEO, Marie Wenzel & any Board President.

9:41am: Marie welcomes and thanks everyone and gives instructions for the Walk – three laps is the official but you can walk as much or as little as you want to. Route volunteers please head to your post and this time. Everyone, do not forget to stop by the raffle table to participate in the raffle. Raffle closes at 10:30 am. Walkers it is time to head to the start, start line volunteer leaders please raise your hands. Everyone please get behind those volunteers, as they will lead you to the start line.

9:45am: Approximate Step-off time.

9:55am: MC Instructions for those not participating in the 5K.

10:30am: Walkers start returning

10:30am: Raffle closes

10:40am: See MC Script. Raffle winner selected (winning baskets are not available for pick up)

10:41am: See MC Script. Introduce Reggae artist Kenny Vanella

11:00am: Event concludes. CEO & Walk Manger concludes event.

11:15am to 12:00pm Breakdown:

1. Tie up garbage bags & put in dumpster
2. Move back picnic tables (if applicable)
3. Consolidate tables & chairs tent for Rental pick up on Tuesday
4. Porta Potties pick-up on Monday

12:00 pm: Breakdown complete