

# *Kiwanis Special Games*

## How to run your Event

Presented by the Kiwanis Clubs of CalNevHa Divisions 34 &12, managed by:  
The Los Altos Kiwanis Club -- organization and operation  
The DeAnza Kiwanis Club -- equipment and venue

***Thank you for participating in the Kiwanis Special Games XL !  
Friday, May 18, 2018, 8:00 AM***

**DOCUMENTS.** Please go to the SG website ([www.k-sg.org](http://www.k-sg.org)), then to the Download page, and download the "Adult Club Packet".

See "CLUBS/EVENTS" for which specific instructions to download from the "INDIVIDUAL EVENT INSTRUCTIONS" group on the Download Page.

**SETUP.** See "Event Team Size" for how many of your team must be at the track, parked, registered, yellow shirted, and ready to go at 8:00 AM. Use track map to locate Event. Setup following the "General Event Instructions" and specific instructions for your Event.

**GEAR.** See the "Where's My Stuff?" map for what to get, and where, for your Event. Podium, flag and field markers will be deployed for you by special teams.

**PERSONNEL.** See "Event Team Size" for the rest of the team that must be on the field by 9 AM. If you need more workers, requisition all you need from Registration. If you have extra workers, please surrender them to Registration for reassignment.

**GETTING READY.** See "How the Games Work", "Event Leaders" and "Corral Wranglers" for an explanation of the strategy behind the Special Games. Follow your Event's specific instructions to divide your workers into teams (as needed) for corral, Event running, harvesting, coaching and ribbon awarding.

**GO!** Follow the specific Event instructions as precisely as possible. Keep the action sharp, formal, fun, positive, moving along. Make the athletes and their performances important. Make every ribbon award a ceremony.

**DIVISION 12** -- Again this year we will be joined by a contingent from Division 12. They will be responsible for 6 Events. Please welcome them, and give them all the help you can.

**IMPORTANT:** See "General Event Instructions", Page 2, for critical shut-down tips.

**DONE.** Police everything off the field. Sort, repack and return to its origin.

***THANKS!***