

Heatsheets®-on-a-Roll™ from AFMInc - TIPS FOR SEPARATION and DISTRIBUTION

OVERVIEW

AFMInc has more than twenty five years of hands-on experience, working alongside volunteers at hundreds of event finish lines. We've learned from our volunteer experiences and would like to share some tips for separating and distributing **Heatsheets** finish line blankets.

GOAL (For events of 1,000 or more participants)

- Separate all the **Heatsheets** BEFORE the finishers arrive.
- If you wait until they are actually there, you will not be able to keep up with the flow.
- Get the hard work done prior to the arrival of the runners so your volunteers can concentrate on wrapping finishers as they come through the blanket area, ensuring that both volunteers and runners come away with the best possible experience.

GATHERING THE EQUIPMENT

It is very important to plan a way to store the separated blankets until the runners arrive.

- For storage of separated Heatsheets – use metal crowd-control French police barricades that interlock, and have vertical bars every few inches (similar to a bicycle rack).
- Quick and easy access to the blankets as the volume of runners increases.
- Barricades can also be moved easily, even when filled with blankets, if you have to reorganize things in the finish area.
- Each slot formed by the vertical bars holds about 1,200 **Heatsheets**.
- Calculate how many racks you will need and make sure they are available before you begin the separation process.
- Have a cutting tool or scissors available to open any shrink wrap, plastic pallet strapping, or other packaging material.

ASSEMBLING YOUR TEAMS

Generally, it's a good idea to get the volunteer team working at least two - three hours before the start of the race (depending on the number of **Heatsheets** to be separated and the number of available volunteers).

- Brief volunteers on their task and the importance of pre-separation and on the purpose of the **Heatsheets** (to prevent hypothermia).
- Split volunteers into two-person crews.
- A good crew can separate 10 blankets per minute.
- Plan on 50 minutes of actual working time per hour, allowing for slowdowns or delays when opening the dispenser cartons.
- Assuming 500 blankets per hour, calculate how long it will take to finish the job. The more volunteers you have, the better.

SEPARATING HEATSHEETS-ON-A-ROLL

Heatsheets come in dispenser cartons, generally in counts of 200/carton. The Heatsheets are center-folded and perforated on rolls, making for easy separation.

- Leave roll inside dispenser carton.
- Find taped **Heatsheet** at top of carton opening.
- Tear out oblong perforated corrugated section from top of box to create opening from which Heatsheets will be pulled.
- Pull **Heatsheet** out of carton to first perforation.
- Tear along perforation, leaving enough material to pull next **Heatsheet**.
- Find edge with 1" overlap and separate sides.
- Shake **Heatsheet** to fully open.
- Repeat until carton is empty.
- Resume with new full carton and repeat.
- **Please recycle** corrugated box and core once carton is empty!

TEAMWORK

Your two person volunteer teams can work together and alternate jobs throughout the separation process.

- One person should pull the **Heatsheets** from the dispenser cartons and tear at the perforation.
- Hand off separated **Heatsheet** to the other person.
- Second person in team shakes **Heatsheet** fully open.
- Once the hand-off person has a handful of blankets, stash them in a barricade slot and continue the process until each box is empty.

STORING SEPARATED HEATSHEETS

The purpose of storing the separated **Heatsheets** is to create a reserve that can be used when during the 'crush time' when flow exceeds the ability to effectively hand out Heatsheets and keep up with flow.

- Stash/store up to 1,200 **Heatsheets** in each slot by placing a handful of separated sheets about 1/3 of the way through each rung.
- Press each handful down and keep adding more until the slot is completely filled. (This keeps them in place even in windy conditions.)
- **PLEASE NOTE:** If Heatsheets are not pushed down in the rungs, your volunteers will over-estimate the quantity that is actually separated.
- Each box contains 200 **Heatsheets**. The only way to know how many **Heatsheets** are really separated is to count the remaining boxes.
- Continue separation process until all dispenser cartons of **Heatsheets** are empty.

WRAPPING THE FINISHERS

Once everything is separated and organized, and everyone gets a break, most volunteers enjoy the experience of being behind the scenes at the finish line by distributing **Heatsheets** to the runners. They like being a part of all of the excitement.

- Give everyone an opportunity to hand out **Heatsheets**.
- Don't leave anyone separating blankets the whole time (unless that is what they prefer to do!).
- Continue the separation process with at least some volunteers until all cartons are separated (unless some are being held in reserve for late arrivals).
- Remind volunteers that the printed side of the **Heatsheets** should be on the outside (so your sponsor or club gets noticed).
- Show the volunteers the correct way the blanket should be "worn." 72" (long) side goes around the runner's shoulders and torso. (If the 48" (short) side goes around the shoulders, you end up with a Superman cape effect that won't keep the runner warm.)

AFMInc sincerely appreciates your business and wishes you a successful event! For additional information, please call us at (800) 897-9727.



Heatsheets are recyclable LDPE 4. We are currently developing recycling protocol and guidelines for events and more information will be available in late 2008.

HEATSHEETS is a registered trademark of AFMInc.