

ELECTRICAL COMMITTEE

Meet with RAGBRAI Staff Walk-through Vending Area

West & East May 16/17/18

Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself and your Co-chair (if you have one) with all the duties and responsibilities discussed in the handbook. Then educate your volunteers and co-workers about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Set up a budget immediately and establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Executive Committee Chair to attend
- Prepare for contingencies "What if?"

These are the overall responsibilities of a committee chairperson. And above all else-

**DON'T LET GREED BE THE MOTIVATOR.
YOU SHOULD GET ALL AGREEMENTS IN
WRITING. A COPY OF ALL AGREEMENTS
SHOULD BE FORWARDED TO THE
TREASURER.**

Electrical service is so important for your local organizing committee. Various committees are dependent on electric service including the areas of campgrounds, entertainment, food and beverage service.

A dedicated electrician should serve on the Electrical Committee, working closely with the various committee chairs to coordinate the electrical and lighting needs for the town during RAGBRAI's stay. This committee's work might be difficult until many committees have a grasp of what their needs will be.

A suggestion from past towns is to assign an electrician to the Food & Vendors committee to handle last minute electrical needs.

Determine Power Needs

Meet with individual chair people to discuss electrical and lighting needs. These meetings will help assess all electrical needs, giving you the information you need to prepare a budget and determine how much help you will need on your committee. **This should be done by the end of March.**

You will need to make a concerted effort to meet and discuss general electrical needs with the following committees:

Beverage Garden

Power for refrigerated trucks, refrigerators, lighting for ID and ticket areas, etc.

Campgrounds

Power primarily in the Main Campground for lighting the Information Center and message boards.

Communications

Power for equipment, lighting and running the command post, etc.

Entertainment

Power for sound systems, amps, stage lighting, etc.

Food & Vendors

Power for vendor booths for warmers, roasters, crock-pots, lighting, etc. Review the vendor application to make sure it's asking the right questions regarding power needs for the vendors. Power for ice refrigeration and for the two RAGBRAI Information and Merchandise trailers (which request 125 volt, 30 amp service), etc.

Information Center

Power for lighting the Information Center tents, message board lights, cooling fans, etc.

Medical

Power for air conditioning or cooling fans, lighting, refrigeration, etc.

Other Committees

As necessary.

Budgets range from \$1,500 to \$15,000. If possible, your town committee should make plans through vendor fees, etc. to cover as much of the cost as possible. Many towns have charged vendors an additional \$50 to \$75 if they requested electrical service in their booths. It is important that the

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committees work very closely with the chairpersons and that those chairpersons attend all meetings.

It is critical that you develop a form for anyone needing electricity. You need to set the standards for them to abide by. For example, what type of voltage is needed or available? Also what gauge of extension cords can be used? This should be part of the vendor application. A sample form is enclosed at the end of the section. (CD) Your timeline should parallel the food vendor timeline since that is where the greatest demand will be. The Entertainment Committee will also have major needs.

Risk Management

When RAGBRAI comes to town, one of the roles of the Electrical Committee will be assessing possible risks to participants and townspeople. Committee members should walk the areas of town that requested electrical service to ensure the safety of all concerned. It is important that you document your assessments and whom you talked to concerning the issues. Some things to look for are the placement of extension cords, tripping hazards from wires and determining if the cords are properly grounded.

Be prepared for the “what if” factor. It is imperative that certain committees have electricity even if the power goes out. Having generators on stand-by for medical and communications should be arranged in advance in case the need arises. One town in 2013 rented an extra generator and it ended up saving the day.

Also prepare for inclement weather. In 2013, Perry was hit with a storm, and the entire vendor area was suddenly submerged in a foot of water.

Recommendations and Comments

The primary concern from the electrical committee in previous years was that they didn't have a clear understanding of the electrical needs of the food vendors. The first general food vendor meeting might be a good opportunity to educate the vendors as to the electrical services that might be available. Considering most people don't know a volt from an amp or what type of extension cords they need, a basic educational session might be helpful. It is recommended that you request and review the applications for each food vendor requiring electricity. A phone call or email to each vendor will clarify the vendor's needs and requests; and in turn assist the Electrical Committee in providing adequate power and hook-ups.

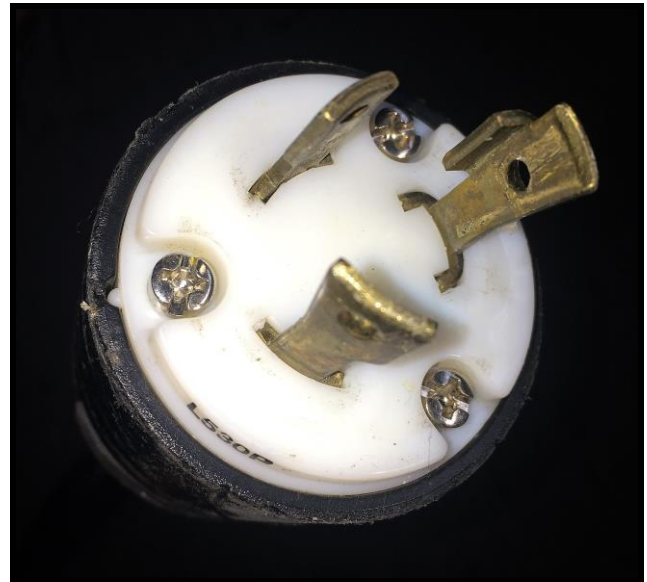
After you determine the electrical needs of the various committees, you will need to determine how best to supply the needed power.

Some towns have rented large generators to supply the electrical needs. Other communities have decided to install temporary or even permanent electrical boxes in their town square that could be used for RAGBRAI and then remain for future events.

NOTE: RAGBRAI provides solar power charging stations for cell phones, located at each trailer.

You should consider having an electrician on-site wherever electrical needs have been requested (food vendors, entertainment, etc.), in order to assist with hook-ups and to efficiently troubleshoot problems as they arise.

Don't let other committees tell you what you have to do, tell them what they can do.



Pictured above: plug type for the two RAGBRAI Merchandise trailers that use 125 volt 30 amp service in the downtown vending/entertainment area.

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ELECTRICAL COMMITTEE TIMELINE & CHECKLIST

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

MARCH 2022

- Determine how many volunteers you will need
- Develop a form for all committees
- Meet with committee chairs that require electricity (Beverage Garden, Campgrounds, Communications, Entertainment, Food & Vendors, Information Center, Medical)
- Determine equipment needed and seek bids
- Budgets due to Budget/Fundraising Committee
- Attend Overnight Host Town Meeting in Des Moines
- First meeting with Food Vendors
- Hold a meeting of electricians

APRIL 2022

- Work with the Food & Vendors Committee to start assigning vendor locations based on power needs

MAY 2022

- Meet with the Beverage Garden and Entertainment committees to determine placement and needs
- WEST & EAST TOWNS – meet with RAGBRAI staff for walk-through of Vending Areas

JULY 2022

- Schedules and assignments for volunteers
- Volunteer orientation and training meeting
- Community clean-up

AFTER RAGBRAI

- Send out thank you notes
- Complete surveys
- Wrap up meeting with RAGBRAI Staff

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**RAGBRAI® ELECTRICAL BUDGET
CENTERVILLE, IOWA (JULY 27, 2016)**

REVENUE

Electrical Income	Budgeted	In-Kind	Actual
Sponsorship	0.00	0.00	0.00
<hr/>			
TOTAL REVENUE	\$0.00	\$0.00	\$0.00

EXPENSES

Electrical Expenditures	Budgeted	In-Kind	Actual
Supplies	7,500.00	0.00	424.54
Generator	0.00	0.00	2920.00
Other Expenses	0.00	0.00	177.50
<hr/>			
TOTAL EXPENSES	\$7,500.00	\$0.00	\$3,522.04

	Budgeted	In-Kind	Actual
Total Revenue	\$0.00	\$0.00	\$0.00
Total Expenses	\$7,500.00	\$0.00	\$3,522.04
TOTAL PROFIT/LOSS	-\$7,500.00	-\$0.00	-\$3,522.04

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SHENANDOAH VENDOR APPLICATION

ORGANIZATION NAME			
APPLICANT TYPE	<input type="checkbox"/> Commercial (\$700) <input type="checkbox"/> Nonprofit (\$300) <input type="checkbox"/> Existing Business Expansion (\$300)		
CONTACT PERSON			
MAILING ADDRESS			
CITY, STATE, ZIP			
PHONE #		FAX #	
EMAIL		WEBSITE	
FEDERAL ID# OR SSN			
SALES TAX PERMIT #			

PRODUCTS OR SERVICE:

Type of items (food, beverage or other) that your organization would like to sell. Please list your choices and approximate prices. Please list prices with and without wristbands. If you plan to serve food, attach a menu, prices, and which meals that you plan to serve on a separate sheet.

How many people do you plan to serve? _____ What hours do you plan to be open? _____

First Item: _____	With Wristband Price \$ _____	Without \$ _____
Second Item: _____	With Wristband Price \$ _____	Without \$ _____
Third Item: _____	With Wristband Price \$ _____	Without \$ _____
Fourth Item: _____	With Wristband Price \$ _____	Without \$ _____

Do you need electricity? Yes No If yes, how many watts? _____

Will you be providing your own generator? Yes No

If you do not know the power consumption of all your equipment, please list individual items below. Attach additional sheets for more information if needed. Additional requirement may incur extra fees.

Item	Quantity	Item	Quantity
Coffee maker (small)	_____	Coffee maker (large)	_____
Pop dispenser (watts____)	_____	Roasters	_____
Crock Pots	_____	Frying Pans	_____
Deep Fryer	_____	Other _____	_____
Other _____	_____	Other _____	_____

Will you need to purchase Ice? Yes No If yes, approximately how much? _____

How many sites do you need? _____ (Approximately 20' x 20' per site – add'l fees may apply)

Will you be on your own property? Yes No

List a preference in location (downtown, campgrounds, etc.): _____

List all hazardous materials that will be at your site (gasoline, propane, CO2, cleaning materials, etc):

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Electrical Service Request (sample)

Electrical Service Request

Please return this form by June 1 or no provisions will be made or allowed. All items are limited to 120 volt regular current, unless otherwise noted below. Understand that we may have to place a restriction on how much power is available upon receiving the total loads.

Thank you for your cooperation

CONTACT NAME		PHONE #	
COMMITTEE NAME			
VENDOR NAME			
LOCATION			

Primary Use:

<u>Item</u>	<u>Qty.</u>
1. Lighting	_____
2. Refrigeration	_____
3. Coffee Maker	_____
4. Fountain Machine	_____
5. Roaster	_____
6. Crock pot	_____
7. Frying Pan	_____
8. Other (please list)	_____
_____	_____

_____ Approximate # of outlets

Size of service needed – specific requests:

Please return this form by June 1 to:

Mike Shock
RAGBRAI Electrical Committee
111 Wheel Street
Your Town, IA 55555