



Volunteer Flagger Instructions
for Races & Walk-a-thons

The City of Neenah requires the event organizer to distribute these instructions to all volunteers who are responsible for directing traffic. The directives in these instructions must be faithfully followed – no exceptions are permitted. Failure to do so may result in fines and/or immediate termination of the entire event. If you have any questions regarding these instructions, you should contact the City Traffic Engineer at (920) 886-6243.

- Each volunteer is responsible for being on site to assist traffic at the specified location for the entire duration assigned by the Event Organizer. If a situation arises where you might arrive late or need to leave the site (bathroom breaks or leaving early), contact the Event Organizer.
- If you are driving yourself to your assigned location, do not park your vehicle on the closed portions of street.
- Safety vests/clothing must be worn at all times.
- Position yourself so that you are visible to oncoming traffic. Also make sure you are facing oncoming traffic. Don't assume that a driver will see you or understand your directions. Drivers may not always stop and wait. Making eye contact with drivers is critical to successfully directing traffic.
- No vehicles are permitted to travel along any closed portions of streets during the event except:
 - Emergency vehicles, city vehicles, or event vehicles.
 - Vehicles of individuals who are attempting to access a residence on a closed portion of street. Residents should be instructed to put on their four-way flashers when traveling along a closed street.
- Any vehicle traveling on the closed street without their flashers should be stopped and directed off the closed sections of street.
- Traffic shall be permitted to cross a closed street when a safe gap between event participants occurs. If event participants are running, only allow cross traffic when a safe gap naturally forms in between runners. If event participants are walking, create safe gaps by stopping walking participants to allow traffic to cross, as needed.
- Remember to be courteous and mindful of your actions.