

Bagani Adventurally 2025 – Operation Structure

I. Event Command Structure

Role	Name(s)	Key Responsibilities
Head Organizer	<i>Jayson Omangayon</i>	Leads event planning and execution, approves key decisions, coordinates with LGUs and sponsors.
Head Admin	<i>Christian Caballes</i>	Oversees all administrative operations, documentation, and coordination with committees.
Co-Admin	<i>Dwayne Roxas</i>	Assists in admin tasks, handles communication flow, and ensures coordination between teams.
Head Marshalls	<i>Rafhael Plaza & Jerick Omangayon</i>	Lead on-ground operations and safety, assign tasks to marshals, and manage route flow.
IT Marshalls	<i>Reborn, Kent, Bryan, Laurence, Carl</i>	Manage registration system, timing, scoring, and technical issues.
Grid Marshalls	<i>Arniel, Dann, & Team (5 others)</i>	Manage starting grid, line-up order, and departure control.
Releasing of Kits & Documentation Team	<i>Vanessa Omangayon, Kim Awayan, Sheila, Joyce, Jolina, Jhonrey</i>	Handle rider registration, kit distribution, and release forms.
Event Hosts	<i>Inday Mory & Sir Gil</i>	Facilitate program flow, announcements, games, and awarding ceremonies.
Medical & Safety Marshalls	<i>Ian, Dhanica, & Tourism Medical Team (4 others)</i>	Handle first aid, emergency response, and rider safety monitoring.

II. Operational Phases

1. Pre-Event Phase

Objective: Prepare all kits, communication, and safety plans.

Tasks:

- Finalize route and coordinate with local authorities (Head Marshalls & Organizers)
 - Confirm medical and police assistance (Safety Marshalls)
 - Prepare IDs, kits, and briefing materials (Docs Team)
 - Setup registration booths and signage (Grid Marshalls)
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2. Registration & Kit Releasing

Objective: Smooth and organized releasing process.

Lead Team: *Releasing of Kits & Signing of Waivers & other Documentation*

Tasks:

- Verify rider details and sign waivers
 - Distribute rider kits and numbers
 - Log attendance for each team or participant
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3. Rider Briefing & Assembly at the Grid

Objective: Ensure participants understand the route, rules, special missions, and safety reminders.

Lead Teams: *Head Marshalls & Medical Marshalls*

Tasks:

- Conduct safety and route orientation
- Assign marshals per section of the route
- Medical team stand by and verify radio/communication tools

4. Main Event Operations

Objective: Ensure a well-organized and smooth jump-off.

Lead Teams: *Head Marshalls, Grid Marshalls, IT Marshalls*

Tasks:

- Coordinate lineup and release per group
 - Monitor route checkpoints
 - Update timing and scores (IT Marshalls)
 - Manage crowd and media documentation
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5. Awarding & Closing Program

Objective: Conclude the event with recognition and gratitude.

Lead Teams: *Event Hosts & Admin Team*

Tasks:

- Host award presentation and program highlights
 - Announce raffle draws and special awards
 - Acknowledge sponsors, LGU's and partners
 - Closing message from the organizer
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6. Post-Event

Objective: Wrap up, clean up, and evaluate the event.

Lead Teams: *All Marshalls, Staff, and Committees*

Tasks:

- Collect feedback and reports
- Secure materials, banners, and equipment
- Prepare documentation for next year's event

III. Visual Layout Example

