



PLANNING | TIMING | PROMOTION
mapping | logistics | marketing

Thank you for considering TCR Event Management to partner with for your event. In order for us to provide you with the most accurate quote, we offer the following “PRE-CONTRACT” form to look at. Once we have discussed, and agreed upon, equipment and services, we can present you with a formalized contract for your approval.

At the end of this form is a checklist of responsibilities that the client (YOU) wishes to provide, or wishes TCR Event Management to provide. By completing this checklist, we are able to build the best possible quote for you.

To secure the date in question, TCR Event Management requires a 25% non-refundable deposit. This cost will be calculated on services requested. Many times, for first year events that require TIMING ONLY, this fee will be \$375 (based on 25% of the \$1500 minimum). Once we have an idea of the equipment you require, this base cost may increase.

Our #1 package is our TIMING- BASIC RACE PACKAGE, which covers your basic equipment for timing up to a 100 person registration running race. The list of this package is below, as well as additional equipment that we are able to provide. **THIS package covers our multisport and swim pricing.**

Equipment for Timing - Basic Race Package.

The Minimum Cost of a Multisport event is \$1500 for 100 registered participants. This cost includes an bike in/out line, and a swim in/run out line, and a finish line. If a separate start and finish line is requested, there will be an additional \$500 charge per location.

For multisport events, there are additional costs associated and a different timing chip that is utilized. Typically we charge a minimum of \$5 per athlete, but this cost includes the multisport chip.

Any additional services may be requested and agreed on by both TCR Event Management and the Client.

Timing

TCR Event Management uses MyLaps ProChip timing systems, the very systems used for events such as the large scale Triathlons. Each timing system comprises of 4 meters (approximately 13 feet) of reader area to register runners as they cross. Three (3) timing system, 4 meters wide, are included in the Basic Race Package. Typically these are for two at transition and one finish line for multisport races.

Results

Results will be available within 10 minutes of being requested by the Client on race morning. An electronic version of the results will also be e-mailed to the client within 24 hours of the conclusion of the race. These results will be classified as PRELIMINARY until all athletes have the opportunity to review the results and remark.

Arches

One (1) arch is **included** in the Basic Race Package price. This arch is a non-branded arch for and we have a 15 foot wide. This arch will be a floating arch to allow for an in water start and finish.

Timing Clocks

TCR Event Management uses LED, single-sided timing clocks at all events. One (1) timing clock in **included** in the Basic Race Package price. Additional clocks may be added for an additional fee (see below for pricing).

PA System

One (1) basic speaker and PA system is **included** in the Basic Race Package Price. Additional units are available for an additional fee. Please keep in mind that there are music license issues with music at events. TCR Event Management can assist you in obtaining the appropriate licensing fee and is not responsible for music played at the finish line.

Additional Services are available. Please choose what you would like for TCR Event Management to be responsible for and we can develop pricing for you. Typically a \$40 per hour fee will be applied toward any of the below. Clients may request a WEEKLY breakdown of hours spent on an event to keep track of spending.

All events outside of a 50 mile radius of Easton, Maryland **MAY** have a lodging fee and/or mileage added.

Additional Equipment Available

Items	Price	Quantity	Total
Timing Services for RUN EVENTS up to 100	\$ 1000.00		\$ -
Timing Services for MULTISPORT up to 100	\$ 1500.00		\$ -
Additional Timing Location	\$ 500.00		\$ -
Additional Timing Clock - Single Side	\$ 50.00		\$ -
Additional Inflatable Arch	\$ 300.00		\$ -
Additional PA system	\$ 50.00		\$ -
10 x 10 Tent (each)	\$ 30.00		\$ -
Folding Table (each)	\$ 10.00		\$ -
Folding Chairs (each)	\$ 2.00		\$ -
Generator (each)	\$ 50.00		\$ -
Cones (each)	\$ 1.50		\$ -
6 Gallon Coolers (each)	\$ 10.00		\$ -
Ice Coolers (each)	\$ 20.00		\$ -
30 Gallon Garbage Cans (with liner)	\$ 5.00		\$ -
Receipt Printer (for runner individual results) (each)	\$ 75.00		\$ -
Course Certification (per kilometer)	\$ 100.00		\$ -
Course Marking (per hour)	\$ 40.00		\$ -
Triathlon Style Bike Rack (per 10 foot rack)	\$ 10.00		\$ -
Crowd Fencing (per 10 foot section)	\$ 7.50		\$ -
Reflective Vest (each, must be returned)	\$ 1.00		\$ -
Orange Flag on dowel (each, must be returned)	\$ 1.00		\$ -
Live Race Tracking (Athletes Must Use Their Own Cellphone)	\$ 100.00		\$ -
Permitting (per hour + permit fee)	\$ 40.00		\$ -

TCR Event Management can also facilitate the ordering of Awards, Medals and T-shirts. The cost of these services is an additional 10% to the cost of the product.

If there are any services that you wish TCR Event Management to become involved in, please feel free to ask. Please note that **COMPLETE RACE PRODUCTION** packages are available as well, and above items are at a discounted rate of 20% off for those events.

2026 Event Pre-Contract

CLIENT	2026 TCR Event Management/Client Request of Responsibilities	TCR
	Logo and Graphic Design Development	
	Course Map Created	
	Music	
	Parking Setup and Staffing	
	Photographer	
	Planning Meetings	
	Promotions – Email	
	Promotions – Social Media	
	Promotions – TV and Radio	
	Promotions – Other	
	Race Insurance	
	Race Packet Stuffing	
	Racer Communication (Pre and Post Event)	
	Registration - Online	
	Registration – Mail	
	Registration – DAY OF	
	Relations – Sponsors	
	Relations – Event Partners	
	Relations – Law Enforcement	
	Relations – Medical	
	Relations – Site	
	Rental Equipment	
	Sanctioning of Race (if applicable)	
	Setup of Arch	
	Setup of Fencing	
	Setup of Start/Finish	
	Setup of Water Stops	
	Sponsor Recruitment	
	Timing and Scoring	
	Transportation (athletes and athlete equipment)	
	T-Shirts design	
	T-Shirts order	
	Volunteer Recruitment	
	Volunteer Communication	
	Waivers	