

Green Circle 5k Checklist

Anytime

1- Solicit sponsors. See sponsor letter for details.

Promotion

Promote the race with help of the following methods:

- Facebook!
- Distribution of entry forms through mailing, at running stores, health clubs, at races
- Posters and neighborhood flyers
- Media announcement (calendar listing) to local newspapers, local and national running magazines
- Television/Radio public service announcements
- Press releases
- Advertisements
- Assign race photographer 1. for participant photo's (sales) and 2. for documentation and future sponsor presentation

Early to Mid-Fall

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- Design and order t-shirts. T Shirt
- Order awards, kids awards (medals for all, trophies for winners) Awards
- Order numbers/check last years supply for runners to wear. RD
- Notify businesses affected ()

- Update website faculty
- Update flyer and distribute to SVR Website, SVR newsletter, faculty
- Get with City Parks and Rec to get flyer ready for schools faculty
- Attend SVR meeting to discuss race (July) faculty
- Municipal Permits Faculty
- Course measurement Marshall
- Signage prepared for course and race site RD
- Police Liaison/details arranged
- Give-away items obtained Awards
- Race numbers/Safety pins obtained RD
- Runsignup opened

January

- Committees established and captains appointed for:
 - Race Directors
 - Course Marshall
 - Start/Finish
 - Promotions
 - Results
 - Kids Race
 - Awards
 - Food/Water
- Runners' information prepared for distribution and/or posting on race day: RD
 - medical/weather information
 - timing/starting line-up information
 - course map with mile markers and aid stations
 - clothing/check-in/changing facilities/showers
 - results posting

Mid March

- Course miles marked Course Marshall

March

- Weekly committee meetings with team captains RD
- Training for start/finish, course marshals, results All captains
- T shirt finalized with logos T Shirt
- Awards ordered
- Porta Pots ordered RD/faculty
- Push for runners All
- Finalize sponsors All

1 Week

- Check venue is ready--restrooms, tables, etc. (RD)
- Check finish line equipment--clocks, timer, etc. (Results)
- Prepare registration forms for race day. (Registration)
- Prepare course maps. (Registration)
- Confirm volunteers. (all captains)
- Pick up t-shirts. (T shirt/Awards?)
- Go over finish line setup/results (Results/RD).

1 or 2 Days

- Measure and mark course. Start, finish, miles, and turns.
- Buy refreshments and paper cups.
- Get cash to make change at registration time.
- Organize random drawing
- Get clocks and equipment.
- Print pre-registered rosters
- Organize registration method
- Train volunteers, give show time

Course M.
Food/water
Registration
Awards.
RD/faculty
Results.
Registration
Captains.

Race Day

- 2 Hrs
- 1- Check course markings.
 - 2- Check that supplies are going to make it to race.
 - 3- Make sure barriers have arrived.

City contact:

- 7 am
- 1- Set up registration.
 - 2- Set up traffic warning signs.
 - 3- Set up clock and timer.
 - 4- Set up the finish line.
 - 5- Organize aid/water station.
 - 6- Organize refreshments at finish line. (Food/water)
 - 7- Welcome runners. (RD)

- t-30 mins.
- 1- Dispatch course marshals, radios at mile markers, blocked streets.
 - 2- Organize finish line volunteers.

- t-10 mins.
- 1- Check that clock and timer are ready.
 - 2- Check that course marshals are in place.

- t-5 mins.
- 1- Assemble runners at start line.
 - 2- Make announcements about the course.
 3. Introduce any guest starter

- t-0
- START ON TIME!
- 1- Start runners and timing devices.

- During Race
- 1- Check finish line crew is ready.
 - 2- Monitor last walker/runner.
 - 3- roll up marshalls as race progresses

Kids Race (safety, safety)

- 1- Gather/warm up kids about 9:10
- 2- Check with results, ready for next race?
- 3- Post marshals along road and at turn around
- 4- Start at published time.... Not sooner!!!!
- 5- Hand out medals as they finish, recognize age group winners at ceremony

Race Day: Detailed Information

Detailed information:

- Course/informational signs posted
- Volunteer/Official area assembled
 - tables/chairs/signage posted
 - coffee/refreshments
 - t-shirt/official identification
 - instructional briefings prepared
- Results area
 - tables/chairs/signage
 - copying machine, fax
 - race information/print-outs
- Pre-registered runners area
 - list/printout posted
 - number pick-up
 - t-shirt/packet pick-up
- Post-registration area set up
 - entry forms/pens/pencils
 - race numbers/pins
 - race packets
 - cash box/change
- Problem table set up
- Police briefed
- Course officials/marshals briefed
- Start/Finish officials briefed
- Official photographer(s) briefed (provide with shot-list)
- Press/Course vehicle drivers briefed (someone very familiar with the course should serve as guide in each vehicle!)
- Trail/sweep vehicle driver briefed (provide vehicle with water, cups, blankets, first-aid kit, etc.)
- Official starter equipped and briefed
- Start/finish banner(s) mounted
- Start/finish review stands assembled
- PA system(s)/bullhorns functioning
- Rest room facilities in place
- Clothing check-in in place
- Start/Finish line equipment in place:
 - Finish chute
 - digital clock set up
 - computer systems ready
 - tables/chairs : set up
 - electric power hook-up: usually use power from building
 - food/water setup
- Water station materials in place:

- water/electrolyte replacement fluid
 - cups, pitchers
 - tables
 - barrels/trash bags
- Course material in place
 - mile/kilometer markers
 - directional arrows
 - water/aid station marker
 - communication equipment/personnel (check channel assignments)
 - stop watch app for mile split callers
- Results area functioning:
 - isolated area close to finish line
 - tables/chairs
 - electric power hook-up
 -
- Refreshments area functioning:
 - tables, trays
 - ice
 - cups, knives, forks, spoons (depends on foods available), napkins
 - trash barrels/bags
- Awards area functioning:
 - tables/chairs
 - podium/announcing stand
 - PA system
 - awards display area, with awards arranged in order of distribution
 - results posting board/area

Post Race

Awards Ceremony KEEP IT MOVING!

- 1- Thank sponsors, volunteers, and runners.
- 2- Results committee:
 - a. Print random give aways during race
 - b. Print overall results first to check age group results
 - c. Print age group results, check against overall
 - d. Post and hand copy to RD
- 3- Announce overall and age group winners, keep close track of absent winners to contact for award (Awards)
- 4- Present trophies (RD)
- 5- Raffle prizes. (RD)
- 6- Announce next club race.
- 7- Invite people to join SVR

After awards

1. Clean up entire parking lot
 2. Drive course to pick up signs
 3. Return equipment
 4. Compile results and deliver them to
 5. turn in receipts to RD.
 6. relax.
- Clean-up accomplished (course, start and finish area, locker rooms, etc.)
 - Press release with results
 - Post race stories/photo's to press
 - Post race mailing to participants
 - Thank-you's to sponsors, volunteers, contributors, municipalities, facility owners
 - Post-race evaluation meeting with organizing committee