Budget. Keep in mind that putting on a running event costs money. Before committing to directing a race, create a budget, Cost's to consider include t-shirts, awards, race timing, advertising, insurance, bib numbers & pins, refreshments, portable toilets, sound system, entertainment, water station supplies, permits, facility rental, and banners.

Date Selection. Select a date which does not conflict with other events in the area and plan about 6 months out.

Site Selection. In determining a site consider whether shelter from possible weather conditions will be needed, whether there is adequate parking, office parks, a shopping mall which generally have a lot of empty parking spaces on weekends.

Course Design. Site selection works hand in hand with a safe course configuration. Avoid Narrow Lanes At Start / Avoid Abrupt and Sharp Turns/ Avoid Busy Streets and Intersections if Possible/ Make Course Markings Visible.

Designate Key Race Personnel. And have a Meeting scheduled far enough ahead of the event to allow for proper coordination and planning. Race Director, Course Marshall, Volunteer Coordinator, Marketing and Communications Director, Start/Finish Line Director, Packet Stuffing and Packet Pick-Up Coordinator.

Design your Registration Platform:
Having a registration platform that your timer uses is the only way to go.
Runsignup is my choice for runners to enter their data and for me to grab that data for race day.
I will design your Runsignup site for you, but if you like to start it yourself go to
http://durtiming.com/runsignup.

Male Medals			Female Medals			
1st Place	2nd Place	3rd Place	1st Place	2nd Place	3rd Place	
08 and under	08 and under	08 and under	08 and under	08 and under	08 and under	6
09 to 10	09 to 10	09 to 10	09 to 10	09 to 10	09 to 10	6
11 to 12	11 to 12	11 to 12	11 to 12	11 to 12	11 to 12	6
13 to 14	13 to 14	13 to 14	13 to 14	13 to 14	13 to 14	6
15 to 19	15 to 19	15 to 19	15 to 19	15 to 19	15 to 19	6
20 to 24	20 to 24	20 to 24	20 to 24	20 to 24	20 to 24	6
25 to 29	25 to 29	25 to 29	25 to 29	25 to 29	25 to 29	6
30 to 34	30 to 34	30 to 34	30 to 34	30 to 34	30 to 34	6
35 to 39	35 to 39	35 to 39	35 to 39	35 to 39	35 to 39	6
40 to 44	40 to 44	40 to 44	40 to 44	40 to 44	40 to 44	6
45 to 49	45 to 49	45 to 49	45 to 49	45 to 49	45 to 49	6
50 to 54	50 to 54	50 to 54	50 to 54	50 to 54	50 to 54	6
55 to 59	55 to 59	55 to 59	55 to 59	55 to 59	55 to 59	6
60 to 64	60 to 64	60 to 64	60 to 64	60 to 64	60 to 64	6
65 to 69	65 to 69	65 to 69	65 to 69	65 to 69	65 to 69	6
70 to 74	70 to 74	70 to 74	70 to 74	70 to 74	70 to 74	6
75 and above	75 and above	75 and above	75 and above	75 and above	75 and above	6
17	17	17	17	17	17	

Total Medals 102

Trophies:

2	1 Youth Male------1 Youth Female
2	1 Overall Male -----1 Overall Female
2	1 Masters Male ------ 1 Masters Female
2	1 Grand Masters Male --------1 Grand Masters Female
2	1 Senior Grand Masters Male ---------1 Senior Grand Masters Female
2	1 Veterans Male ---------1 Veterans Female

Total Trophy 12

114   Total Awards

You do not have to follow this Guide for award medals; this is only a guide that most events use.

Keep in mind that if you want a 5k and a 10k you need to double the awards. Double the cost!

A monthly Committee meeting schedule should be developed at the first meeting 8 months from race day. All Committee members to report progress at each meeting

8 Months from Race Day

1. Create a Committee - assign duties, Race Director (sponsors, publicity, permits, budget, insurance), Registration Coordinator (forms, publicity, race bibs, pins, packet prep), I can get Bibs for about the same price as Road ID, I also have my bibs with my logo/sponsors that I can use.
Course Marshal (measure, map, mark, cleanup), Volunteer Coordinator (volunteer acquisition, assign jobs, training, race day coordination), Awards Coordinator (design, order, double check amount needed, giveaways, ribbons, raffles, announcer, ceremony), Food Coordinator (source in-kind sponsorship of food, pre-race day pickup, race day distribution start & finish, aid stations, cleanup) Logistics Coordinator (identify possible conflicts, railroad schedules, road construction race day, businesses on route conflicts, lead vehicle, follow vehicle, coordinate during race communications i.e. cell phones, two way radios).

2. Secure Sponsors; obtain logos for inclusion in all advertising and on entry forms. On-going... Never stop looking for sponsors.

6 Months from Race Day

1. Confirm the Date, Time, and Budget for your race. Recommended - Late Registration price increase listed on the entry that is $5 jump in cost at the 2 week out point to help get early entries. Then Very Late Registration - day before race and race day jump of $10 for added incentive to register early.

2. Design the entry form for your race. Then post your race on your website and all other local running related websites. An Online entry site (Runsignup) should be listed on the entry blank and all website calendars as well. Durti Runners can coordinate setup and development of your Runsignup Site. Online entry is essential for increasing your overall participation and helps make organizing all participants easier.

3. Durti Runners will provide fast and accurate results for your race but Dates fill fast and it is always wise to secure those dates.

4. Order Bib numbers - You can get Bibs from, www.RoadID.com.

5. Get permission for use of the facilities where the race will start and end, School, City, County, Park, or Business. Get approval from community organizations and law enforcement. Arrange for Police and

Medical support for race day. You may have to pay fees for these services.

6. **Arrange for insurance for your event.**

7. Start designing and receiving quotes for your Awards and T-Shirts. If you need a shirt/awards person I can do that for you.

4 Months from Race Day

1. Publish entry form and have available at all local races prior to your race. Distribute 30-40 entries to all sports and running shoe stores and gyms and fitness centers in the area. Check stock at all distribution points every two weeks until race week.

2. Identify race course. Measure and mark. Bicycle computer not accurate. Car odometer not accurate. Use GPS it is close if you use three or four people to take different readings. If you are advertising a 5K, it should be a 5K. Not a 5K less/more 100 feet or so. USATF course measurement recommended for accuracy. USATF certified courses will maybe yield greater participation. http://www.usatf.org/Products-/-Services/Course-Certifications/USATF-Certified-Courses/Certify-Your-Course.aspx

1.5 months from Race Day

1. Order Awards and T-Shirts
FYI - T-Shirts I can place an order 2.5 weeks from race day.

2. Mass mail or mass email Flyer to local runners.
If I am managing your registration on Runsignup I will email out periodically

1 Month from Race Day

1. Inform TV/Radio/Newspaper sources for inclusion in their public service announcements.

2. Send Sponsors a get ready letter.

1 Week from Race Day

1. Packet assembly with a volunteer meeting. Have all volunteers come to a meeting at least 3 days prior to race day to get their t-shirt and to get any information about their particular job at the race. While there, they can help in assembly of any packets you would like pre-made for Pre-Registered and

Very Late Registration handout.

2. Coordinate with Durti Runners the distribution of completed race day forms for the adding to Computer and Timing Bib/Chip Distribution.

3. Coordinate with facility personnel. Check toilet availability, electricity availability, sprinkler timing (you don't want the sprinklers to go off on your registration tables), collect any keys that may be needed.

Race Day!!

1. All Committee members present and performing their assigned tasks.

2. Be at race site at least 2 hour prior to the start of day of Registration. Durti Runners will be there 2 hours before start of Day of Registration.

3. Inspect facilities - Gates unlocked, toilets open, supply of toilet paper, electricity available and turned on. Have cell number of facility manager just in case.

4. Coordinate with Durti Timing for Bib/Chip Distribution for the Registration tables.

5. Volunteers to report to their Committee member minimum of 30 minutes prior to race.

6. Touch base with Police and Medical personnel.

7. Announce start of race 30, 15, and 10 minutes prior to race, remind runners that they must check that there bib # matches there name and age/gender, thank all the sponsors and volunteers for their participation.

8. Call runners to starting line, make pre-race announcements, traffic or weather announcements, and once again remind runners that they must run the race they registered for (5k/10k).
Ready, Set, Go!!!

Preliminary results will be posted periodically during the race, any changes or corrections are handled now, not during the awards ceremony.

Award ceremony should begin in a timely fashion for each race starting with OA winners. Example: 5K awards can be given during the 10K race. This will allow the 5K participants to get on with the rest of their day.
Results will be posted at www.Durtirunners.com within 4 hours following the race. Durti Runners will supply the Race Director with a PDF file of the results for posting at their website.

Post Race

Plan wrap up meeting with your Race Committee. Write down all comments about what went well and what didn't go well for next year's review.

Pay bills in a timely manner. Vendors and contractors requiring payment appreciate quick payment and will be willing to respond accordingly for next year's race.

Send Thank You letters to all sponsors, both in-kind and money sponsors.

This "Race Planning Timeline" is a simple guide only and may not be applicable to all races. Feel free to use and adjust as needed, to your situation.

Tips

Ever here of Garbage In = Garbage Out? Yep that definitely can happen for a running event. Excellent planning for Race Day Registration and Quality Control of the data given will increase the likelihood that you will have Great Results, Every Time. Here are a few simple tips:

1. Design a Race Day Entry Form - This is a special form used only on Race Day. It does not have all the information your early form has on it. The Late Registration participants are not going to read it anyway. This entry form is on a full sheet of paper, only has the registration information on it. Use large blocks for the runner to fill in rather than lines. Even the most hurried runner is forced to print each character in the block thus making it more readable and reducing any corrections needed later. Have "PLEASE PRINT LEGIBLY" at the top of the form, and add "Age and Gender required for Age Group Awards". Finally if the Quality Control person at the VLR table can't read it, the data entry person won't be able to read it either. It is very important to have the Quality Control person edit where needed.

2. People Flow - Organize the Very Late Registration table like check out at the grocery store. One line, single file to process all Very Late Registrants. This controls the influx of late registrants and eliminates the congestion and confusion that happens when they can just walk up to the table four or five at a time.

3. But Names On Bibs - If dad comes up to register everyone else in the family, be sure to write the name on the bib itself so that dad won't get confused handing out the bibs to everyone later.

4. Quality Control - All data requires a readable entry form.

Please tell everyone to print their name!!!!!!!!

Making sure the person's timed bib is associated with their correct
name is very important.
If your bags are pre-stuffed it's recommended to have a multi-station
pick-up process.
Almost all of the race directors I talked with and most of the events
I have attended use this method.
It's simple and makes sense. Keep.It.Simple
Looking for a number is easier than looking for a name.

Have the first person check ID's to verify and to get their bib.(Check
name, age & gender.)
The next station hands them their swag bag
The next station hands them their t-shirt.
This station is recommended to have the different sizes stacked up
separately for quick access.

When registration is open during your packet pick-up after I have
dropped off all the bibs to you
We need to communicate your bib numbers,
We cannot have you assigning bibs and run signup doing the same bib
number.

Labeling race bibs with shirt size printed on them can save on how
many people need to be at the pick-up.
This also speeds things up for day-of-race pick up.
Safety pins clipped together in groups of 4 for quick grabbing.
Have a printed list of name, bib #'s, age and any other important
information.
Expect waves of rushes at packet pick up.
Have bibs set in small piles in order such as 1-100, 101-200.

The best trick is having them lined up in shoe boxes.