Race Director's Checklist

Note: This is a list put together by a new race director. You will want to make adjustments for your own needs.

So, in an attempt to both share my progress on how my 5K organizing is going and to help other race directors out there, here is my 5K checklist. Note that I actually created lists for "team leads" - committee members doing much of the legwork. I have broken down their lists into pre-race, race day, and post-race tasks.

Race Director

- Pre-Race
    - Choose the start/finish location
    - Select race route
    - Obtain municipal permits
    - Obtain state permits
    - Obtain USATF sanction
    - Obtain certificates of insurance
    - Prepare briefings for volunteers
    - Plan mandatory volunteer meeting
    - Distribute t-shirts and official identification
- Race Day
    - SHOW UP
    - DON'T GET FLUSTERED
    - SMILE
- Post-Race
    - Write thank you notes to sponsors, volunteers, contributors, municipalities, facility owners, etc.
    - Post-race evaluation meeting with the organizing committee
    - Plan volunteer/officials party
    - Reconcile budget
    - Pay outstanding bills

Design Team Lead

- Pre-Race
    - Design media/sponsor info kit
    - Design registration form

- o Design course mile marker signs and race site
- o Design t-shirts
- o Design race-day info sheet
- o Medical/weather information
- o Timing/starting lineup information
- o Course map with mile markers and aid stations
- o Clothing/check in/changing facilities/showers
- o Results posting

Registration Team Lead

- Pre-Race
  - o File entry forms in alphabetical order
  - o Deposit entry fees
  - o Arrange packet pick up
  - o Assemble packets
  - o Plan race day registration table
- Race Day
  - o Set up pre-registered runners table
  - o List of pre-registered runners
  - o Number pick up/pins
  - o T-shirt/packet pick up
  - o Set up race-day-registering runners table
  - o Entry forms/pens/pencils/office supplies
  - o Race numbers/pins
  - o Cash box/change
  - o Set up questions/trouble table
- Post-Race
  - o Post-race mailing to participants

Publicity/Promotions Team Lead

- Pre-Race
  - o Set up race website
  - o Connect with local running organizations for event listing and advertising
  - o Distribute race registration forms to running clubs, gyms, sports-related stores, etc.
  - o Work with as many local vendors as possible
  - o Order t-shirts
  - o Book race photographer
  - o Provide a shot list

- Race Day
  - Brief race photographer
  - Set up press area
  - Set up tables/chairs/signage
  - Electrical outlets
  - Race information printed off
- Post-Race
  - Distribute race stories/photos to press
  - Press release with results

Sponsors & Donations Team Lead

- Note: For our race I have both a Sponsors Team Lead and a Donations Team Lead. The Sponsors TL is getting the big dollar sponsors that will cover our costs for the race, and the Donations TL is getting smaller donations for things like awards and door prizes.
- Pre-Race
  - Draft sponsor/donation letters
  - Draft sponsor levels document with incentives (e.g. $500, $250, $100, etc.)
  - Obtain artwork (sponsor logos) for t-shirts
- Post-Race
  - Write thank you notes to sponsors

Timing & Scoring Team Lead

- Pre-Race
  - Obtain quotes for timing services, work with race director to sign contract
  - Measure and certify course
  - Mark mile markers on course
  - Order signage for course (mile markers) and race site
  - Prepare signage for course
  - Obtain race numbers and safety pins
  - Prepare course map with mile markers for race packets
- Race Day
  - Place mile markers and directional arrows
  - Brief start/finish officials
  - Brief official starter
  - Set up starting area
  - Pace/seeding signs
  - Finish line tape

- o Chute materials
- o Digital clock
- o Chronomix times
- o Computer system
- o Recording sheets, clipboards, pencils, other office supplies
- o Tables/chairs
- o Electric power hook up

Medical Team Lead

- Pre-Race
  - o Draft medical plan for race day
  - o Notify hospitals/arrange ambulatory services for location
- Race Day
  - o Set up medical area (this list is probably a bit much for our small 5K, but you get the idea)
  - o Isolated, covered area near finish line
  - o Supervising MD and qualified nurses and EMTs
  - o Communications
  - o Ice, IVs, hot and cold fluids, cots, blankets
  - o Immediate triage capability

Aid Stations Team Lead

- Pre-Race
  - o Recruit volunteers to man aid stations
  - o Determine locations and number of aid stations needed
  - o Calculate how many supplies are needed based on the number of participants
- Race Day
  - o Set up aid stations
  - o Water/sports drink
  - o Cups
  - o Pitchers/coolers
  - o Tables
  - o Barrels/trash bags
  - o Rakes (for cleanup)
  - o Oversee aid station(s) volunteers
  - o Oversee aid station(s) clean up

Course Security/Marshals/Communications Team Lead

- Pre-Race

- o Draft a course security plan for race day
- o Arrange police liaison
- o Notify fire department
- o Obtain press/course vehicles
- Race Day
  - o Brief police
  - o Brief course officials, marshals
  - o Brief press/course vehicle drivers
  - o Brief trail sweep vehicle driver
  - o Set up communication equipment

Results Posting & Distribution Team Lead

- Race Day
  - o Results area functioning
  - o Isolated area close to finish line
  - o Tables/chairs
  - o Electric power hookup
  - o Laptop and printer
  - o Copying machine
  - o Telephone/ax
  - o Preprinted awards/results sheets

Awards Team Lead

- Pre-Race
  - o Order awards
  - o Work with Donations TL to obtain prizes
  - o Arrange an MC
- Race Day
  - o Set up awards area
  - o Tables/chairs
  - o Podium
  - o PA system
  - o Awards display area with awards arranged in order of distribution
  - o Results posting board/area

Refreshments Team Lead

- Pre-Race
  - o Connect with local organization or restaurant to provide breakfast
  - o Check for what they need: electricity, tents, utensils, etc.
  - o Organize volunteers to serve and clean up breakfast

- Race Day
    - o Set up refreshments area
    - o Tables
    - o Trays
    - o Ice
    - o Knives, forks, spoons (depends on foods available), napkins
    - o Trash barrels/bags
    - o Set up coffee/refreshments in volunteers/officials area

Volunteer/Set Up Team Lead

- Pre-Race
    - o Recruit volunteers for all teams
- Race Day
    - o Set up volunteer/official area
    - o Tables/chairs/signage
    - o T-shirt/official identifications
    - o Set up start/finish banners
    - o Set up PA system
- Post-Race
    - o Cleanup accomplished (course, start and finish area, locker rooms, etc.)