



# Mag 7 Race Series

## Race Directors Planning Worksheet

1. Decide Event
  - a. 5K Run and/or Walk
  - b. 10K
2. Course
  - a. 5K
  - b. 10K
  - c. Course considerations
    - i. traffic / congestion
    - ii. hills
    - iii. sharp turns
    - iv. passage
    - v. off-road terrain
  - d. Facility at Start/Finish to host registration and awards ceremony
    - i. Covered or indoors for weather
  - e. Course Certification
    - i. Mag 7 Race Series: contact – [jo@mag7raceseries.com](mailto:jo@mag7raceseries.com)
    - ii. <http://www.usatf.org/events/courses/certification/>
3. Time of event
  - a. Morning vs. Evening / Saturday vs. Sunday
    - i. Consider traffic and other “competing” events
    - ii. Weather / Temperature
4. Pre-Race
  - a. Legal
    - i. County / City permission to use public roads
    - ii. Police escort
    - iii. Sanctioned Race through USA Track and Field
    - iv. <http://www.usatf.org/events/sanctions/>
      1. includes liability insurance
    - v. Medical personnel on site
  - b. Facility
    - i. Obtaining facility may require reservation, permission, and/or deposit
    - ii. Covered or indoors for weather
    - iii. Public Address system?
    - iv. Bathrooms
  - c. Race Flyers
    - i. Should include following information:
      1. Name, address, age, birth date, gender, event choice, T-shirt size
      2. Waiver information
      3. Signature of participant or legal guardian
      4. Age groups
      5. Awards breakdown



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6. Cost – both pre-race and day of race
    - a. Recommend 5 or 10 dollar amounts to reduce the amount of change needed
    - ii. Distributed throughout community at YMCA, spas, gyms, schools, running stores, etc.
    - iii. Available on-line
  - d. Mark course – bright colored marking paint
    - i. Start/finish
    - ii. Direction arrows
    - iii. Mile markers and/or kilometer markers
  - e. Create signage for race
    - i. Announcing race
    - ii. Directions to the race
  - f. Sponsors
    - i. Monetary donations to put on the race
      1. put sponsor name on t-shirt or signage
      2. larger donation – larger space
    - ii. Prize donations if there is a raffle
  - g. T-shirts
  - h. Awards
    - i. Trophies, plaques, medals, ribbons
    - ii. Monetary awards
      1. not available for amateur runners
    - iii. Overall winners?
    - iv. How deep in each age group will be awarded?
    - v. Same awards for run and walk?
  - i. Bib numbers
    - i. Must have tear off tag at the bottom
      1. Road ID - <http://www.roadid.com/directors/default.asp>
      2. Runners World - [http://www.runnersworld.com/cda/racefinder/intro/0,7141,s6-239-283-284-0-0-0-0,00.html?cm\\_re=HP--Homepage%20Racefinder--Racefinder](http://www.runnersworld.com/cda/racefinder/intro/0,7141,s6-239-283-284-0-0-0-0,00.html?cm_re=HP--Homepage%20Racefinder--Racefinder)
    - ii. Can use different series of numbers or different colored numbers to distinguish between walkers and runners if necessary
  - j. Decide age groupings and if there is a wheelchair division
  - k. Participant bags
    - i. Given to each participant
    - ii. Could include t-shirt, small giveaways, charity info, coupons, etc.
5. Race Day
    - a. Water
      - i. At least one water station on course if 5K; 2-3 for 10K
        1. halfway point or around mile one / mile two for 5K
        2. miles 1.5, 3, and 4.5 for 10 K
      - ii. Cold water at finish



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1. water bottles or coolers
  2. Gatorade mix works well also
- b. Food
- i. Fruit: bananas, oranges, apples
  - ii. Bagels, power bars, cookies
- c. Activities while waiting for slower runners/walkers and results
- i. Raffle
  - ii. Vendors
    1. info on race charity
    2. sporting goods stores
    3. chiropractors
    4. massage therapists
- d. Volunteers
- i. Registration tables (3-4)
  - ii. Course monitors /split readers (3-?)
  - iii. Water stations (2 per)
  - iv. Finish line (3-4)
- e. Registration table
- i. Many ink pens
  - ii. Safety Pins – 4 per bib number
  - iii. Change
  - iv. Money box / bag
  - v. Extra registration forms
  - vi. Participant bags
  - vii. Separate Pre-registered and Registered tables
- f. Police escort or pace person
- g. Trailer