

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. <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
 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
 - 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
 - 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