

To Start:

1. You will most likely want to form a Race Committee – there is a lot to do! You can put individuals in charge of things like Safety / Water Stops / Packet Pick-up etc.
2. Choose a race course
3. Measure it for accuracy (wheel)
4. Decide if you would like this to be a USAT&F sanctioned event (if so you will have to follow their guidelines)
5. You need City approvals – for Glens Falls it has to be brought to the Common Counsel and the Safety Counsel.
6. You will also need Insurance for your event – as a club our insurance is through Road Runners Club of America at a reduced rate. You will most likely have to secure a local carrier – Also I have a waiver I will give to you for the bottom of your race application.
7. Arrange for Sponsorship – decide what you will be able to give to your sponsors in return.
8. Secure a facility for packet pick-up and registration
9. Secure bathroom facilities and/or rent porta-johns
10. Secure adequate parking
11. You should also contact the local sheriff's dept to lead the race and an ambulance company to arrange for them to follow the last runner and be available in case of injury.
12. Entry form design – secure a printer (I use Glens Falls Printing – you can probably take care of this!) Also there are few critical fields here – people mess up all the time so you will want to include birth date and age blanks. Also for ease of contacting people include a space for their email address (very helpful).
13. T-shirt design – secure a graphic arts company (I use Sperry Advertising) – once the order comes in – be sure to count your shirts – sometimes the order will come up short – this happens no matter where you order them. You can do a combination of things here like long sleeve for runners – short sleeve for volunteers. Normally we purchase volunteer t-shirts for all of our volunteers – some races will just give them the race t-shirt, I usually order them in a different color (with the same screen as the race t-shirt) and put “volunteer” on them.
14. Determine Age Group Categories
15. Order medals or trophies for overall winners and each of your age group categories. We normally do not duplicate awards. So it will be 1-3rd overall male & female. Then three deep in each age category. You could also just go with first male & female over all then on to your age categories.
16. Secure Advertising – Newspaper you have covered, there is also radio, various running publications (Pacesetter, The Rundown, New England Runner, Running Times – there are more) and web-sites; we also have our runners bring applications with them to various races and place them in places like the YMCA; we also contact race directors of other races and ask them to put our applications in their race packets.

17. Prizes – we put a person in charge of getting gift certificates from local business and we randomly raffle off – via runner bib numbers.
18. Order you race bibs and safety pins – there are few different vendors – one is Rainbow Racing – you can find them on the web.
19. You will also need to determine up front if you are going to use a computerized timing system or if you are going to do it all manually. We can talk about this more – if you do this manually we will need to set up boards with double sided tape and color coding for age groups – if not and computerized timing is used (this is best) – you will just have to spindle the tear off tags as runners cross the finish line.
20. You will need to arrange for your finish line set up. If you will be renting you will need to get the date in as soon as possible to secure the clock. You will also need volunteers to work finish line. We can talk more about this.
21. Set up on-line registrations – this is great – using Active.com
22. Line up refreshments for your finish line – this can be as extravagant or as minimal as you would like. Basics are water / fruit / bagels / cream cheese.
23. You should have a box of surgical gloves on hand for your finish line people. Anyone working in the Chute should be wearing them.
24. Prepare maps of the course to put in the race packets.

Race Course / Safety

1. Starting gun with back up starting device
2. Spit timer at each mile
3. Visible mile markers
4. Highway cones for intersections and high traffic areas
5. Contact the police to inform them that a race will be taking place
6. Trail vehicle – ambulance is the best but if they are unable to be there a van with an EMT or someone with medical training would work as well – we have had to do this before.
7. If a highly trafficked area – Race in Progress signs may be helpful.
8. Volunteers to work traffic control (best if they wear orange vests and carry orange flags). Very busy intersections will require more than one person or very large men!
9. Will need tighter traffic control in the finish line area

Water Stops

1. For a 5k – one stop halfway should be fine – unless it's very hot – then you might want two.
2. If very hot – you could put out some ice in buckets
3. Tables for each water stop
4. Lots of cups
5. Also a good water supply
6. You will also need volunteers for this

Packet stuffing / pick-up / registration

1. Usually the day before the race (early evening) – volunteers will stuff the race packets – then race day you will also designate a time for packet pick up late registration
2. You will need a cash box & money to make change for late & race day registration.
3. Prior to this when applications are arriving – you will be assigning bib numbers to each entrant – leave a space on your application to write the bib numbers down. This will also be critical for late and race day registration. Also it is best to key all of the information into an excel spread sheet and the applications come in. If you end up using computerized timing information from the excel sheet is easily downloaded. You would just need to find out the order in which to set up your data base from the timing people.

There is a lot – there is so much more that I can go into detail with. We will just have to talk about things as they come up. This is off of the top of my head from my own race preparations. – I hope it's helpful to you.