



## Sample Race Director's Checklist

### PRE-RACE

- Date, time, course selected
- Initial budget prepared
- Sponsors located
- Sponsor contracts prepared
- Decisions on types of awards and age divisions
- Sanctioning & insurance application made
- Sanctioning & insurance granted (forms received)
- Police and municipal permits received
- Entry forms design completed
- Entry forms printed
- Entry forms distributed
- Course certification completed
- Bib numbers and pins ordered
- Bib numbers and pins received
- Awards ordered
- Awards delivered
- T-shirts designed
- T-shirts ordered
- T-shirts delivered
- Press release issued
- Other promotional plans implemented
- Signs, banners arranged for
- Portable toilets (if necessary)
- Sound system ready (if needed)
- Communications system (2 way radio or cellular)
- Parking planned
- Traffic cones, barriers and signs arranged for
- Aid stations planned
- Course Volunteers (marshals, set up, aid stations)
- Admin. Volunteers (registration, timers, finish chute)
- Medical/Ambulance personnel arranged for
- Lead vehicle arrangements made
- Race packets prepared
- Post race food/water/refreshment arranged

### RACE DAY

- Runner check in, set up & event day registration
- Signs and banners traffic cones/signs/barriers in place
- Aid Stations set up with volunteers in place
- Course marshals in place
- Emergency medical personnel in place
- Finish line set up with chute and timing personnel
- Lead vehicle in place
- Awards ceremony ready with all awards on site
- Food and refreshment preparation
- All participants into start area
- Start Race (starters pistol/bull horn/referee whistle)

### POST RACE

- All runners off the course
- Finish line work completed
- Award winners determined
- Award ceremony held
- Course & associated area cleaned up
- Equipment dismantled and returned
- Results for press prepared and submitted ASAP
- Printed results prepared for participants
- Thank you note to volunteers/officials/sponsors
- Debriefing meeting with key people
- Choose next year's date and site changes
- Financial accounting completed
- Submit next year's information to local events listing