



# Race Director's Checklist

## A Sample Guideline of Considerations

DG Productions Race Director Workshop Page 1

### Registration Information

Complete list of possible information to consider providing.

- Date of race
- Starting time
- Start and finish site(s), directions, transportation, parking information
- Race distance
- Course description (include terrain, landmarks, mile markers, elevation)
- Course map
- Course certification number
- Race sanction with USA Track & Field
- Sponsoring/assisting organizations
- Municipalities recognition
- Sponsor/contributor recognition
- Age groups/Awards
- Club/corporate team categories/prizes (team rules spelled out), if applicable
- Time/Location of awards ceremony
- Amenities (T-Shirt, etc. with limits)
- T-Shirt/package pickup information
- Race information contact/address/telephone number
- Entry fee (spell out nonrefundable!), entry deadline, check payable to...
- Number pickup information
- Mailing address (on the application part to be mailed and on the information part kept by the athlete)
- Race limit, if applicable
- Refreshments
- Clinics and other related activities

### Critical Data for the Timing Company

- First name, last name, address (street, city, state, zip), telephone, email
- Age and date of birth, sex
- Owner chip code (if applicable)
- Event, (if more than one, eg. 5K or 10K)
- Where applicable: Special category and team/club designation, estimated finish time

### Event Marketing & Promotion

Promote the race with help of the following methods:

- Distribution of entry forms through mailing, at running stores, health clubs.
- Coordinate with other race director to include your entry in their event participant bags.
- Posters or Neighborhood flyer
- Press announcements (calendar listing) to local newspapers, running magazines.
- Advertisements (Club Flyers, Local Newspaper, etc)
- National running magazines.
- Television/Radio public service announcements
- Online Registration / Event Website
- Event Facebook and Twitter Account
- Coordinate a race photography company for participant and public relations photos



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### Pre Race

During the months preceding the race, the following tasks should be accomplished:

- Municipal Permits
- State Permits
- Sanction (USATF), providing insurance
- Certificates of Insurance
- Course measurement and certification
- Course miles marked
- Signage prepared for course and race site
- Police Liaison/details arranged
- Fire department notified
- Hospitals notified/Ambulance services arranged or notified
- Press/Course vehicles obtained
- T-Shirts/other giveaway items obtained
- Race numbers/Safety pins obtained
- Entry forms filed in alphabetical order and entry fees deposited

Volunteer committees established and captains appointed for:

- registration
- publicity and promotion
- sponsors and donations
- water/aid stations
- timing and scoring
- medical
- aid stations
- course security/marshals/communications
- results posting and distribution
- awards
- refreshments/cleanup

Runner's information prepared for distribution and/or posting on race day:

- Medical/weather information
- Timing/starting lineup information
- Course map with mile markers and aid stations
- Clothing/check-in/changing facilities/showers
- Results posting

### Race Day

Final details for a smooth running and safe race:

Course/informational signs posted Volunteer/Official area assembled

- tables/chairs/signage posted
- coffee/refreshments
- Tshirt/Official identification
- Instructional briefings prepared

Press area assembled (if applicable)

- tables/chairs/signage
- race information/printouts



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### Pre-registered runners area

- list/printout posted
- number pickup
- T-shirt/packet pickup

### Post registration area setup

- entry forms/pens/pencils
- race numbers/pins
- race packets
- cash box/change
- Trouble table setup
- Police briefed
- Course officials/marshals briefed
- Start/Finish officials briefed
- Official photographer(s) briefed (provide with shotlist)
- Press/Course vehicle drivers briefed (someone very familiar with course to guide each vehicle!)
- Follow up vehicle driver briefed (provide vehicle with water, cups, blankets, firstaid kit, etc.)
- Official starter equipped and briefed
- Start/finish banner(s) mounted
- Start/finish review stands assembled
- PA system(s) bullhorns functioning

### Start/Finish line equipment in place:

- pace/seeding signs
- finish tape
- chute materials (stanchions, rope)
- digital clock
- computer system (working)
- tables/chairs
- electric power hookup (generator)
- water station setup
- Restroom facilities in place
- Clothing check-in in place

### Medical area setup

- isolated, covered area near finish line
- supervising MD and qualified nurses, EMT's
- communications
- ice, IV's, hot and cold fluids, cots, blankets
- immediate triage capability

### Water stations materials in place:

- water/electrolyte replacement fluid
- cups
- pitchers
- tables
- barrels/trash bags
- rakes (for cleanup)



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### Course material in place

- mile/kilometer markers
- directional arrows
- water/aid station markers
- communication equipment/personnel
- stop watches for mile split callers

### Results area functioning:

- isolated area close to finish line
- tables/chairs
- electric power hookup
- computer and printer

### Refreshments area functioning:

- tables
- trays
- ice
- knives, forks, spoons (depends on foods available), napkins
- trash barrels/bags

### Awards area functioning:

- tables/chairs
- podium/announcing stand
- PA system
- awards display area, with awards arranged in order of distribution
- results posting board/area

### Post Race

- Cleanup accomplished (course, start and finish area, locker rooms, etc.)
- Press release with results
- Post race stories/photos to press
- Post race mailing to participants
- Thank you's to sponsors, volunteers, contributors, municipalities, facility owners
- Postrace evaluation meeting with organizing committee
- Volunteer/Officials party