Pre-Race Check List

What We Provide:
- Race Clock
- Bibs (race numbers) (unless provide by organizer)
- Finish Line Chute & Archway with Finish Line Banner
- Race Timing Computer(s)
- Race Timers (Watches)
- 2 – 3 Workers to manage the timing/finish line area
- Printed results for awards after race completion
- Race Starter & Pistol (with race instructions)
- Awards Ceremony Announcing (if needed)
- Computer Results provided via email to organizers and posted on time2run.net and distributed via facebook.com.
- Posting of results to time2run.net, runningintheusa.com
- Setup Online registration

Provided by Organizers:
- **Power at Registration/Finish Line area**
- Safety Pins for Bibs
- Race Shirts & Awards
- Water for Water Table(s) (before, during and after the race)
- **Rest Room facilities** (port-a-johns) if facilities are not already available on site at the race near the starting line/finish line and make sure they have adequate toilet paper.
- **Registration forms** & pens (Plus Cash Box with change for registrations requiring it)
- Signage for Registration area (Race Day Signup – Pre-Registration Pickup)
- Food for after race (Bananas, Oranges, and any other food such as chicken, subs, pizza or whatever you choose to provide)
- Volunteers for the race route, registration, and two if possible to assist with the finish area
- **Parade Permit from the city for the course**
- Insurance Bond (liability for the event)
- Traffic control if not provided by the city police (preferably in traffic colored vest Orange or Lime Green)
- Security
- **Hospital(s) notified & Ambulance service arranged or notified.**

Optional Ideas:
- Starting Line Prayer person, D.J. for music if desired
- Person to sing national anthem if desired
- Lead Vehicle or Bike Pacer if not using Police Car
- Pre-registration bags with shirts, bibs, flyers, coupons & information presorted