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Race Punch List

Provided by Timer:

- Race Clock
 - Bibs (race numbers)
 - 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 (with race instructions)
 - Online course mapping (if needed)
 - Awards Ceremony Announcing (if needed)
 - Computer Results provided via email to organizers and posted on time2run.net and distributed via facebook.com.
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Provided by Organizers:

- Safety Pins for Bibs
- Race Shirts & Awards
- Water for Water Table(s) (before, during and after the race)
- **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)
- 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.
- **Power at Registration/Finish Line area**
- 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.**
- 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



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Suggested Promotion:

- Press Release
- Radio Station Morning Show guest appearances
- Local Morning Show appearance
- Local TV Live at 5 Show appearance
- News story if you can get it covered
- TV PSA for event providing it is for (non-profit)
- Radio PSA providing it's for (non-profit)
- Newspaper
- Impact
- Web Portals such as facebook event page, runmississippi.com, mississippirunnermagazine.com, athlinks.com calendar, coolrunnings calendar, Organizer's website, Sponsor's website.
- Race Posters at participating businesses/sponsors.
- Race Flyers/Registration Forms mailed to runner mailing list if available
- Save the date refrigerator magnets with race logo
- Banners posted at key intersections in town and Bonita Lakes.
- Electronic Billboard
- Employee discounts on registration for sponsors or organizers
- Company Newsletter
- Flyers/Registration forms at local health clubs and relevant stores (athletic stores)
- Feature a Celebrity-led Pre-Race Warm-up session (if possible) and promote their appearance ahead of time.