



Please utilize this checklist as a guide for your event. This list is not a listing of the services provided by Rock Race Timing, LLC. Please refer to the initial proposal for those details.

PLANNING

- ___ Establish a Race Director and Committee Members
- ___ Date and Location of the event
- ___ Certify (include USATF Certification # _____) and Draw a Course Map
- ___ Mark the course (specific mile markers, half-way points, etc.)
- ___ Mile marker signs
- ___ Complete the RRT Registration Questionnaire to have your event signup page created
- ___ Create an event web site or direct registrants to our page
- ___ Obtain permission from government authorities, police, road department
- ___ Establish a beneficiary
- ___ Establish event photography/video
- ___ Packet pickup location and date
- ___ Advertisement, Social Media and Physical Signage
- ___ Sponsorships
- ___ Refreshments
- ___ Additional entertainment (band, DJ, bounce houses, dunk tank etc.)
- ___ Giveaway (tee shirt, water bottle, hat, towel)
- ___ USATF sanction
- ___ Fee for run, walk, events, etc.

- ___ Liability Insurance
- ___ Medical aid – Local Ambulance or paid service

PROMOTION

- ___ Signs, local newspaper ad placement, press release, virtual race bag, etc.
- ___ Posters
- ___ Race contact info-telephone, email
- ___ Team Events
- ___ Clinics
- ___ Social Media
- ___ Email blast
- ___ Runner web sites
- ___ Running Clubs
- ___ Local Flyer
- ___ Health Club
- ___ Flyers at sponsor locations

PRE-RACE

- ___ Volunteer committees
 - ___ Registration
 - ___ Publicity and Promotion
 - ___ Sponsors and Donations
 - ___ Timing & Scoring
 - ___ Medical
 - ___ Aid Stations – Water, portable toilets, warming tent, etc.
 - ___ Course Security – Traffic, pedestrian, police liaison
 - ___ Results

PRE-RACE CONTINUED

- Refreshments
- Cleanup
- Permits and local permission granted
- Tee shirt vendor
- Deadline for sponsor logos set and met
- Bibs and Safety pins ordered
- Parking and Transportation options
- Awards – Medals, ribbons, certificates
- Course map – Mapmyrun.com or Google maps is effective
- Clothing Check in
- Changing station/tent site established
- Wi-Fi connection and password obtained
- Electrical outlet available and functional. We have a generator if the distance is too great.

RACE DAY

*****Race Director and, committee members should arrive at the event site an hour before registration opens. Volunteers should arrive at least 1 hour prior to the start of the event***

- Course/Information signs up
- Parking Area clearly designated and marked
- Volunteer and race official meeting site for pre and post event meeting
- Tables and chairs
- Wi-Fi connection confirmed and password obtained
- Refreshments displayed
- Garbage receptacles nearby
- Restrooms opened and toiletries available

RACE DAY CONTINUED

- ___ PA system operational. RRT has a speaker and music available
- ___ Press area designated
- ___ Notes for announcements – Thank you, special acknowledgements, notable people on hand, beneficiary information, donation information.
- ___ Race day registration kiosk table established near Wi-Fi
- ___ Packet pickup, race day registration packets, extra chipped bibs on hand
- ___ Flyers for next year’s event to hand out
- ___ Extra copies of the race course (1/registrant)
- ___ Place the race day registrants away from the pre-registered participants
- ___ Establish a trouble-shooting person for participants to go to for registration or award issues
- ___ Maintain contact with police officials and road department
- ___ Maintain contact with the timer
- ___ Close the registration and upload the registrants so the timer has a complete list of participants
- ___ Photographers and videographers briefed and ready
- ___ Course vehicle drivers briefed and ready
- ___ Lead vehicles are necessary to keep people on course
- ___ Trail vehicle is necessary to pick up stragglers, mildly injured participants, notify the road closure volunteers to open the road and mark the finish of the last participant
- ___ Banners mounted
- ___ Barricades in place
- ___ Road closures complete
- ___ Clothing check-in and changing tent open
- ___ All start/finish line equipment in place
 - ___ Pace signs/seeding ropes
 - ___ Finish Tape

RACE DAY CONTINUED

- Computer Systems
- Chute stanchions
- Digital Clock
- Backup Timing
- Recording Sheets
- Power Supply for timing equipment, arch, clocks, PA, etc.
- Finish line water station – cups, bottles, table, garbage receptacles
- Communications with volunteers on the course established
- Mile markers in place
- Barricades in place
- Awards area in place
- Results posted
- PA system in place
- Awards display area
- Awards organized
- Results sent electronically

POST RACE

- Cleanup complete
- Volunteer/Officials Party
- Press release/photos
- Post-race emails thanking the participants
- Post-race evaluation meeting

NOTES FOR NEXT YEAR

A large, empty rectangular box with a thin black border, intended for writing notes for the next year. The box occupies most of the page's vertical space below the header.