

## **RACE DIRECTOR CHECKLIST**

### **PRE RACE**

- 1) Police Coverage-controlling traffic at busy intersections (we have around 4 officers handling traffic), also someone to lead the race (We use a guy in a truck to lead the race)
- 2) Volunteers-make sure you have enough
- 3) Water Station Materials-table, cups, water jug (3 people to work this)
- 4) First Aid Station-we have a registered nurse at the race
- 5) Mile Markers-1, 2, and 3 mile marker signs for the course
- 6) Course Marshals-we have volunteers standing at major intersections and turns to direct runners (about 4)
- 7) Petty Cash-money to make change for race day entries
- 8) Post Race Refreshments-make sure all the goodies are delivered on time
- 9) Results Sheets-make sure you have extra results sheets, sometimes certain age groups fill up
- 10) Writing Utensils-have plenty of pens/pencils for runners and volunteers
- 11) Packets-stuff all packets before race day

### **RACE DAY**

- 1) Volunteer Check In-have some directions printed up for volunteers
- 2) Awards-have them organized and ready to go
- 3) Signs-make sure you have a sign reading pre-registered and one reading race day registration
- 4) Media/Pictures-try to take some pictures during the race to put in the paper or on the website
- 5) Results-get the tape with all the times from the Keysports people and all the results sheets
- 6) Place Cards-make sure you have them in even and odd numbered stacks (I'd make 300 to be safe)

### **POST RACE**

- 1) Sponsors-thank your sponsors and send them a follow up letter explaining how the race went
- 2) Clean up-make sure cups and trash from the water stop is cleaned up
- 3) Results-get the data to the results person
- 4) Finances-take of all money issues and make a financial statement for the race

I hope this helps!