



BTC AND RACE DIRECTOR RACE CHECKLIST

RACE NAME: _____

RACE DATE: _____ RACE LOCATION: _____

RACE START TIME(S): _____ RACE SETUP TIME: _____

RACE DISTANCE(S): 5K 10k Half Marathon Other: _____
RACE AWARD CATEGORIES: Overall M/F Age Groups No Awards

COURSE MARKING: BTC MARKS RACE DIRECTOR MARKS
RACE AGE GROUPS: 10 Year 5 Year Other: _____

REGISTRATION/ ADVERTISING LOCATIONS: BTC Website Calendar Active.com Eventbrite Organization's Website Ultrasignup.com Other: _____
ANTICIPATED # OF PARTICIPANTS: _____

EVENT INSURANCE (USATF CERTIFICATE OF LIABILITY INSURANCE)

BTC SERVICES REQUESTED A LA CARTE*

PRE-RACE

BTC SERVICE	COST	BTC SERVICE	COST
REGISTRATION:		BTC RACE INSURANCE (IF DENIED USATF)	<input type="checkbox"/> \$200
REGISTRATION FORM CREATION	<input type="checkbox"/> \$25	BTC MAILCHIP EMAIL NOTIFICATION	<input type="checkbox"/> \$25
ONLINE REGISTRATION SETUP	<input type="checkbox"/> \$25	RACE CHIP ORDER (EACH)	<input type="checkbox"/> \$1.25
		COURSE MARKING	<input type="checkbox"/> \$25

RACE DAY

REGISTRATION:		EVENT SETUP:	
REGISTRATION STATION SETUP	<input type="checkbox"/> \$25	AID STATION SETUP (EACH)	<input type="checkbox"/> \$50
TIMING:		FINISH LINE SETUP	<input type="checkbox"/> \$50
COMPUTER TIMING ONLY	<input type="checkbox"/> \$250		
CHIP TIMING ONLY	<input type="checkbox"/> \$450		

BTC PACKAGES

	COST
TIMING EQUIPMENT RENTAL (ADVANCE DEPOSIT OF \$100 REQUIRED) <u>PACKAGE A</u>	\$150
COMPUTER TIMING EQUIPMENT PLUS TRAILER RENTAL AND BTC SERVICES <u>PACKAGE B</u>	\$500
CHIP TIMING EQUIPMENT PLUS TRAILER RENTAL AND BTC SERVICES <u>PACKAGE C</u>	\$600

RACE DIRECTOR CONTACT INFORMATION

RACE DIRECTORS(S): _____

CONTACT INFO: CELL: _____ EMAIL: _____

CONTACT INFO: CELL: _____ EMAIL: _____

BAKERSFIELD TRACK CLUB VOLUNTEER CONTACT INFORMATION

BTC CONTACT NAME(S): _____

BTC CONTACT : CELL: _____ EMAIL: _____

BTC CONTACT : CELL: _____ EMAIL: _____

BTC TIMER(S) ASSIGNED: _____

BTC TIMER(S) CONTACT: CELL: _____ EMAIL: _____

BTC TIMER(S) CONTACT: CELL: _____ EMAIL: _____

RACE DIRECTOR SIGNATURE: _____

All fees are due the day of the event; payable to the Bakersfield Track Club.

Please initial

**Please note: BTC provides services listed. Race Director and Organization are responsible for providing volunteers for race day and pre-race assistance. BTC equipment that is rented must be returned with two business days of the event. If BTC insurance is requested, it is in addition to package pricing.*