

Check	Action Step	Contact/Action	Comment
1	Race Course Approval and Race Date		Get approval from landowner, city, county, etc. at least 6 months before the event
2	Insurance	USA Track and Field insurance is handled through American Specialty Insurance Services at (260) 672-8800, if you want to go that way.	Send application for race insurance as soon as you have landowner permission. Some landowners will request a \$1,000,000 certificate of insurance. This is not unusual, and not a problem.
3	Race Applications	At least 3 months in advance	Get into newsletters, races, and to local shops. ** Determine Price**
4	Submit to online calendars	www.active.com www.runnersworld.com	Decide if I want online registration.
5	Sponsors (if any)		Sponsors usually expect their logo on entry forms, t-shirts, etc.
6	T-shirts		S- , M- , L- ,XL-
7	Awards		3 deep in 10 year age groups 8 X 3 X 2 = 48 pieces per race distance. This is a good place to start for a fledgling event.
8	Race Bibs	www.runnersworld.com	Sign up for the free service and get the bibs at no charge. They expect an address list in return.
9	Race Course	Set up, measure, and mark the day before the race	
10	Outhouses	Port-o-san 588-8383	Bathrooms are a must. If your location does not have bathrooms, you will need outhouses. (make sure to have extra TP on hand)
11	Water	About 5 gallons at each aid station per 100 runners. (this is assuming 4 oz. per cup)	Each water station needs cups, chairs, and a table.
12	Traffic Control		This will vary a lot depending on your course.
13	Food and Drinks		Cold water, donuts, soda, bagels, maybe hot dogs, etc. be creative
14	Race Day Registration	Volunteers, tables, chairs needed	
15	Race Supplies	Pens, pencils, clip boards, cones	
16	Timers, finish line	The Bakersfield Track Club has timing equipment which it loans out for a small fee and deposit.	Clip boards, seikos, finishing sheets