

	Date of task	Who is assigned	Follow up date
Permits/Support			
Obtain permit from the City			
Confirm traffic control w/City			
Request services from Rescue Squad			
Request coverage by newspaper			
Request Rob Berman, coffee, water, PA			
Request Powerade & water for finish			
Request bananas & oranges			
Request bagels/Panera			
Request door prizes			
Request parking meter bags if needed			
Ask someone to emcee awards ceremony			
Publicity			
Race info to running clubs for calendars			
Info to Running Journal, Runners World etc			
Design race application			
Design poster, if large race			
Design T-shirt			
Approve application, poster & T-shirt			
Application on www.active.com			
Design volunteer application			
Print race application			
Mail applications to previous years participants			
Applications in Jogging Around			
Distribute applications, athletic stores etc			
Distribute applications to local races			
Local publicity			
Radio and TV PSA's			
Order			
T-shirts			
Race numbers & safety pins			
Awards			
Large course map			
Radios			
8 portable toilets for start			
Event Tech (Champion Chip), if using			
Hotel Room for Event Tech, if using			
Clocks, turn arrows, chutes etc			
Packet bags			

Scoring			
Enter registrations when received			
Print labels for run numbers & apply			
Print list for packet pick-up, if having early pick up			
Enter late registrants week before			
Give file to Event Tech, if using Champion Chip			
Volunteers			
Choose run orientation date, if large race			
Choose packet assembly date			
Volunteer information			
Volunteer information in CTC newsletter			
Assign volunteer positions			
Develop duty sheets for volunteers			
Host orientation			
Packet Assembly			
Packet bags			
Race instructions			
Safety pins (see Order above)			
CTC membership applications			
Other - Inserts, sponsor discounts, samples, etc.			
Packet Pick-up			
Tent, electricity, 8 tables, 6 chairs			
Completed packets			
Run numbers pre-registered and blank			
Extra safety pins			
Cash/change			
Pins purchased by runners			
Blank applications			
T-shirts			
Large course map & easel			
Preparation			
Take packet inserts to race before assembly			
Take Volunteer T-shirts			
Pick up traffic cones			
Entertainment for finish area, if providing			
Radio plan, if providing			
Plan for door prize drawing, if providing			
Take to day of Race			
Remaining T-shirts, extras may be sold			
Extra safety pins			
Any remaining pins purchased by runners			
Cash/change for bank			
Blank applications			
Race Day Registration			
Set up tables, chairs, banners, map, alpha signs			
Instruct volunteers on registration			

Instruct volunteers on Chip distribution, if using			
Enter registrants into Runscore			
Course			
Mark miles before race day			
Cover parking meters at 5 a.m.			
Set out & remove traffic cones			
Set out & remove mile markers and arrows			
Place & remove traffic signs			
Provide garbage cans for water stop			
Set up water stop			
2 tables, 10 5 gal water, cups, garbage bags			
Instruct water stop volunteers			
Instruct & place sentries			
Provide, instruct & place split timers			
Set up finish area			
The Race			
Provide starting area instructions			
Assemble runners to starting line			
Give pre-race instructions & start race			
Assemble 1 milers or other race runners			
Give pre-run instructions & start 1 mile or other race			
Time race			
Collect ChampionChips, if using, or bib tags			
Provide results to awards committee			
Refreshments/Post Race			
Pick up bagels & cream cheese at 7:00 am			
Set up tables for refreshments & awards			
Prepare fruit & bagels (knives, paper towels, etc)			
Powerade & water			
Provide garbage cans to ice drinks			
Provide ice to cool drinks			
Conduct awards ceremony			
Drawing for door prizes			
Pick up trash			
Provide results to newspaper			
Write thank you letters			
Unclaimed awards			
Evaluation			