		Who is	
	Date of task	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			

	1 i	I
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	ĺ	1	ĺ
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			