



RACE DAY CHECKLIST

1. Post all course/directional signage
 - a. Signage from main highway to race site
 - b. Restroom/registration/ bag
 - c. Check/medical
2. Assemble pre- and post-registration tables
 - a. List of pre-registered runners
 - b. Number/t-shirt/packet pick-up
 - c. Safety pins
 - d. Cash box
 - e. Entry forms and pencils
3. Ensure all communications are intact
 - a. Brief all affiliated parties (Police, Course officials, Timing officials)
 - b. Ensure PA system/ bullhorns are working
 - c. Ensure two-way radios are working
4. Assemble Start/Finish Area
 - a. Start/finish banners
 - b. Digital clock
 - c. Timers
 - d. Clipboards, pencils, bib number recorder
5. Medical Area
 - a. Isolated tent near finish line
 - b. Qualified staff with two-way radios
 - c. Ensure cots, ice, fluids, blankets are set up
6. On course water stations (determine locations)
 - a. Water/fluid replacement
 - b. Trash receptacles
7. Finish area refreshments
 - a. Set up tables and chairs
 - b. Utensils, napkins, ice, trash receptacles
8. Awards
 - a. Set up podium
 - b. Set up PA system
 - c. Set up awards display
 - d. Set up results posting board
 - e. Set up location for post-race photos for participants
9. Set up any additional balloons, banners, fencing, tents, etc.