



RACE PLANNERS

O Such Tri-State Race Planners

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<p><u>Planning</u></p> <ul style="list-style-type: none"> • Develop sponsorship and registration forms • Coordination of all runner/walker data with race timer • Coordination of insurance coverage and issuing binders • If this is a first time race...develop and mark out a 5K or 10K course • Clear all race aspects with city officials, police and fire departments 	<p>Financial</p> <ul style="list-style-type: none"> • Receive all pre-registrations and build an Excel spreadsheet • All registration and sponsor checks made out to the Huntington Road Runners Club • Pay timer, awards, shirts and planner from collected funds • Submit an itemized profit and loss statement along with the net profit to the organization • Insurance required
<p>Marketing</p> <ul style="list-style-type: none"> • Weekly race marketing thru email blasts • Race promotion at area races • Obtaining and assembling race packets • Providing race bibs and pins • Preparing race bibs and set up pre-registered race packets • Results will be sent to the local newspaper and posted on tristateracer.com 	<p>Race Day</p> <ul style="list-style-type: none"> • Race day marking of course...signs, chalk arrows, mile markers • Set up of tables for registration and post race refreshments • Provide staffing on race day for registration • Bag drop for runners if needed • Coordinate awards ceremony
<ul style="list-style-type: none"> • Work with host agency's representative on awards selection • Work with host agency's representative on race shirt selection • Organization is responsible for race permit if necessary, obtaining sponsors, race day road volunteers and refreshments. 	<p>Cancellation:</p> <ul style="list-style-type: none"> • Agency shall be responsible for 100% of the planning base fee and the timing base fee if event is canceled less than 60 days before the event date • INSURANCE IS TO BE PREPAID OR YOUR OWN RIDER OBTAINED NO LATER THAN TWO WEEKS BEFORE THE EVENT DATE