



What the Organization Provides:

Group of at least 4 people to delegate tasks to

Arrangements with local law enforcement, county, state, and city officials for course, if needed

Funds required to host the event (fees, deposits, medals, shirts, etc) = approximately \$3,000 (registrations)

Acknowledgement of For the Love of Go and any FTLOG partners as sponsors

Volunteers to gather sponsorships

Items for packet stuffing

Volunteers to stuff packets (4)

DJ/MC

Cones or additional required traffic management equipment, if required by law enforcement

Décor for Chute, if needed

Volunteers for course setup (4)

Volunteers to setup the refueling (2)

Volunteers to setup for Registration area (2)

Volunteer to set up the awards after registration closes (2)

Volunteers to be greeters on race day (4)

Volunteers for the race course (25)

Volunteers to man the refueling table (2)

Volunteers to man the registration table (4)

Volunteers to setup the sponsor signs on the start/finish stretch (2)

Warm Up Leader, if needed

Items needed for onsite registration (cash box, method for accepting credit cards (if needed))

Doorprizes, if there are any

Medals or awards

Packets that have been stuffed, in bib number order (at registration/packet pickup table by one hour before race start)

Designated First Aid Person – Must be in their own vehicle and able to get to someone on the course for minor needs, will call local EMS if needed



What For the Love of Go provides:

Race Organization planning materials

Race Management experience

View across multiple events to help determine a unique idea for your race

Course map

Marketing through our contacts

Posting on Race Calendars and in Run Group networks

Suggested Schedule of Events

Help with Volunteer Sign Up setup

Suggestions for Volunteer Appreciation Party, if requested

How to Guides for Packet Stuffing, Prepping for Pickup, Prepping for Race Day

Packet Pickup list, labels for bibs, registration forms for race morning

Safety pins

Crates for packets

Tables for water station(s), refueling, packet pickup, walk up registration

Igloos for water and refueling stations

Food and water refueling/water stations

Directional signs for the course

Signs, sign poles, and sign bases for posting Walk Up Registration and Packet Pickup signs

First aid kit

Up to 100 Cones

Direct Race course setup and tear down

Setup for Registration area

Chalk to decorate the finish line

Runner Chute

Safety Vests, if needed

Meet with Timing Company on Race morning to begin timing setup

Main point of contact as a director on race day

Email to the participants and volunteers with detail information for Race Day

Assist with picking up items for refueling/water stations, if needed

Finisher awards for 10 and under, Top Dog, Stroller awards

Awards presentation set up

Warm Up Leader, if needed