


Helpful tips to help you prepare for a successful event!

<b>3+</b> Months Prior	Course determination; Reserve finish line service	File permit applications	Site rentals, permissions	Submit event to community calendars
<b>3</b> Months Prior	Acquire sponsors	Create race applications	Order bags/bibs	Write newsletter and social media announcements
<b>2</b> Months Prior	Order awards	Create shirt design	Determine course markers	Request mailing lists
<b>6</b> Weeks Prior	Send entry form to print Reserve water donation, tables, chairs & restrooms	Get mail file to printer Verify permits, site reservations	Finalize shirt style and design with vendor Email entry form to webmaster	Acquire safety pins, water cups Create race day entry forms (if separate)
<b>4</b> Weeks Prior	Collect writing pens, highlighters, tape and other entry table supplies	Request volunteers	Begin checking & compiling entry forms	Set up race in RunScore, begin data entry
<b>2</b> Weeks Prior	Acquire volunteers	RunScore data entry	Begin compiling goodie bags	Verify details with finish line service
<b>7-10</b> Days Prior	Send final t-shirt size quantities to vendors	Pick up water, remaining goodie bag items	Check course for any unexpected changes	Conduct early packet pickup
<b>3</b> Days Prior	Complete stuffing goodie bags	Pick up shirts	Conduct early packet pickup	
<b>Day Prior</b>	Pick up any equipment rentals	Verify any site deliveries such as restrooms	Mark course including parking if needed	Pick up any remaining race items
<b>Race Day</b>	Transport all items to race site	Set up water stops, entry table & packet pickup	Set up awards, data entry	Get small bills for cash change
<b>After Race Day</b>	Send race results to webmaster Return any remaining items	Return rental items, send sponsor thank yous	Write follow-up article for newsletter and social media	Set up post race refreshments

Don't forget these great resources and Services:



**RRCA.org**  
Race Insurance  
Guidelines for a Safe Event  
Working Charities  
Resources for event Directors



**OMAHARUN.org**  
Online registration  
Finish line services  
Event scoring