**5K Event Planning Checklist**

Adapted from Allan Woodstrom (2008)

*Pre-Event Planning*

1. Determine Date & Location

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| **Run Date:** | **Run Location:**  |

1. Get the necessary permits or permission from the city.
2. Map out the race route (Google Maps can be a useful tool).
3. Confirm volunteer planning committee

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| --- | --- |
| **Name:**  | **Role:** |
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1. Establish meeting times

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| --- | --- | --- | --- |
| **Date:** | **Time:** | **Location:** | **Objectives:**  |
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1. Secure additional volunteers (some roles might include: set-up, clean-up, greeters, color distributers, water stop volunteers, health booth coordinator, First Aid, etc.)
2. Registration and pre-registration details.
3. Determine Race Day timeline (be sure to include set-up and clean-up).
4. Parking.
5. First Aid area and supplies.
6. Determine location of water stops on route map.
7. Determine A/V needs and MC.
8. Signage location

*Marketing*

1. Create Brochure & Registration Form (refer to sample provided) to Runners/Walkers.

2. Distribute brochures to running stores, places of interest, and community partners.

3. Create Brochure & Registration Form for Sponsors.

4. Determine Sponsorship Levels & Incentives.

5. Create Website/Facebook page.

6. Set-up online registration **(through UC surveys ONLY).**

7. Post pictures online.

8. Create social networking profiles.

9. Design & print volunteer & racer t-shirts.

*Fundraising*

1. Gather list of potential donors.

2. Send race information.

3. Make follow-up phone calls

*Race Day*

1. Set-up any AV.
2. Set-up First Aid area.
3. Set-up Health education booths.

**Registration**

1. Hand out shirts & goodie bags (if available).
2. Make sure wavier is signed.
3. Make sure to provide information about 4-H to new participants.

**Signage**

1. Have volunteers arrive early to set up signs for parking, event location, and mile markers.

**Watering Stations**

 1. Ensure water and supplies are available at each water stop.

 2. Volunteers in place.

 3. Ensure that all color powder and supplies are available at each stop.

**Run the Race**

**Post-Race**

Tear down and clean up the event.

Follow-up & Evaluation.

**Supplies Needed:**

*Water Station Set-Up (3)*

Water
Pitchers

Color Packets

Signs
Plain Cups
Table
Trash Bag
First Aid Kit
Tape

*General*

Connection Cords
Power Strip
Extension Cord
Table
Tent
Tent Shield
Chairs
Scratch Paper

*Parking Set-Up*

Flags
Vests
Signs
Sign Holders
"Event Parking"Signs
"Event-in-Progress" Signs

*Course Marking*

Delineators
Cones
All Signage
Mile Markers
2-way Radios
Flour
Flags
Barricades

*Check-In and Regular Set-Up*

Banner(s)
Administration Box

* Cash Box (3) (Change, Extra Pens)
* Clip Boards

Registration Folder Registration Tent Signs
Sharpie
Day-of Registration Forms
Pens
Waiver
Check In Folder

Check In Tent Signs
Check In List
Pens
Highlighter
Waiver
Waiver Sign Sheet
Scratch Paper

Stop Watches

*Goody Bag Set-Up*

T-shirts
Goody bags
Bars
Flyers
Table
Tents

*Other*

Paper towels
Trash bags
Mega phone(s)
PA System

Mic
Cord
iPod