

Race Checklist and Time Line 10

Done? X	By When	By Who	Item	\$
			Pre Race and Miscellaneous	
X	July, 09	Ellen	Set Times and Dates	
X	July	Ellen	Confirm with Senior Center	
X	Nov	Ellen	Confirm Env. Ed. Center (possible turn around area for 5k). Discussed with Lloyd Scott to use EEC as the turnaround area. 221-5003 dscott@mcpss.com	
X		Linda Robitzsch "Martha Ann Stevens"	Decide process for one mile and put someone in charge. Partially completed. We decided to have the 1 mile walk/run on the road.	
X	Nov	Ellen	Prepare Flyer	
	Feb	Margie	T Shirts (major expense) <ul style="list-style-type: none"> • Design T-Shirts • Confirm T-Shirt Printer (Ink works Confirmed @ 3.90 each for 5.3 00oz heavy cotton T: 200-300) 	Last year it was 1,170.00 (for 300 shirts)
	March 26th	Margie	T Shirts Confirm Sizes needed Use the following formula: Small: 13% Medium: 25 % Large: 35% XLarge: 25 % XXLarge: 2% If you think more of the participants will be larger or smaller, just shift the percentages.	I think we need more XXLs this year
	March 26th	Darlene Seal and Ellen	T Shirts Collect all Logos and Order T-shirts	
	March 1 st	Margie And ?	Awards (second largest expense) <ul style="list-style-type: none"> • Determine award structure (on flyer) • Determine how many (1st, 2nd, 20; overall) • Determine supplier (Margie and Senior Center art class) 	-?

	March 1st	Sonja Fowler Connie Hudson	Tote Bag: Goody Bag? <ul style="list-style-type: none"> Determine contents 	
	April 24th	Ellen	Tote Bag <ul style="list-style-type: none"> Determine how many (200-300) and Color (Blue) Determine suppliers (Ink Works 251-438-2103: The price per bag = \$1.29 ea this includes 1 color imprint. They need 2 weeks on this because they ship from California.) 	So we want a tote bag this year? -390.00 last year
	December	Ellen Barbara Brisendine	Sponsor letter and mail out	-95.00 (copies) -40.00 (Mail fee) -108.00 (Mailing)
	March 25th	Elaine Miller and Board	Confirm Sponsors and get logos (*) <ol style="list-style-type: none"> Aker Solutions () * AAA-SARPC * Connie Hudson * Fitness Pro (Brian Bumpers) Koby Subaru * Mobile City Council * Senator Rusty Glover () SJ&L Contractors () * Smoothie King Sumerby TAG (The Architects Group Inc). * Vision Partners Walks and Wags * Wiregrass (awards, bags, etc). * In Kind Sponsors <ol style="list-style-type: none"> Elaine Sessions (post race party) Jim Mitchell sign company (finish line banners) Gulf Coast Exploreum (8 admission tickets) Hearthstone (in-kind food donation)	+5,250.00 250.00 500.00 500.00 250.00 250.00 750.00 250.00 250.00 250.00 250.00 250.00 1,000.00
	April 1st	Ellen	Confirm Volunteers <ul style="list-style-type: none"> Determine duties Organize assignments 	
	Jan	Pam Milsap	Insurance <ul style="list-style-type: none"> Coverage for sponsoring 	-759.00

			organization Add this event on insurance <ul style="list-style-type: none"> • Add LRHP to coverage for event 	
	Feb	Julie, Anita, Sherryll	Determine singer for National Anthem. Mrs Senior Miss: Mary Parnell	
		LRHP	Determine Starter <ul style="list-style-type: none"> • LRHP has the gun • Someone to give race commands 	
			Course	
		LRHP	Measure and certify course	
	April 20	Connie check on waiver	Parade Permit: <ul style="list-style-type: none"> • Take copy of course mat, flyer, and \$25 to police headquarters 	
	March 30th	Pending waiver LRHP	Police/traffic coverage (without waiver will be fee) <ul style="list-style-type: none"> • Police charge (30.00/hr per officer) • Supplement police with volunteers • Be sure police know about fun run also 	-\$900.00 (approx)
	Jan		Medical coverage (AMR may be willing to donate)	
	Februa ry	Bess Rich	Water stops <ul style="list-style-type: none"> • Provide water source, cups, tables, trash can, liners, and volunteers 	
		LRHP	Course clocks: One per mile marker; Course marshal sets the clocks as he/she leads the race	
		LRHP	Mark the course for 5k and 1mile fun run <ul style="list-style-type: none"> • Course marshal marks the day of the race. 	
		All	Course cleanup	
			Registration Assignments	
x	Jan 25	All and LRHP	Distribute race flyers	
x	Nov	LRHP	Online registration	
		LRHP and Ellen	Pick up completed forms and \$\$ from registration locations; Deliver forms to LRHP	
		Betty	Registration Volunteers:	

		Ellen will secure volunteers	<ul style="list-style-type: none"> Minimum of 3 for pre-registered packet and shirt distribution, collect day of registration forms and \$\$ and shirt distribution, and one to assign run numbers. Need money box. 	
		LRHP	Run Numbers	
		LRHP	Safety pins and writing utensils	
		LRHP	Course map: <ul style="list-style-type: none"> Tape to registration tables and, if possible, have a large copy on an easel 	
		Betty	Prepare statement of entry fees for display and tape to registration table including “make checks payable to:”	
		Board with volunteers	T-Shirts <ul style="list-style-type: none"> Count and sort by size the evening before race Shirts for preregistered runners should be counted and separated from the pool before the day of the race. Remaining shirts used for race day registration Do not insert in general goodie bag 	
		Anita	Tables and Chairs <ul style="list-style-type: none"> 2 to 3 tables and chairs for volunteers 	
			Trash can and liner at registration area	
			Start and Finish	
		Connie Betty	Parking Issues <ul style="list-style-type: none"> Secure Shuttle service 	
		Jill	Banner for the finish line <ul style="list-style-type: none"> Sponsor banner(s) should be given to course marshal before the finish line is assembled Office Depot, Staples, Wrico Signs are other possible options for banner 	
		Bess Rich Ellen will	Start and finish water stop <ul style="list-style-type: none"> Water source MAWSS (150 bottles of water) Cups 	

		check on coolers	<ul style="list-style-type: none"> • Coolers • Tables 	
x		Not needed	Portable toilets or restrooms <ul style="list-style-type: none"> • 1 per 75 participants 	
			Electricity <ul style="list-style-type: none"> • Need for sound system and computers • Extension cords 	
		LRHP	Sound system	
			Finish Line Announcer <ul style="list-style-type: none"> • Announce names of finishers (if someone knows participants) • Announces names of sponsors (during and end) 	
		LRHP	Finish Clock	
			Post Race Celebration	
		Sonja Fowler Jill Rawls	Food <ul style="list-style-type: none"> • Varies depending on race • Have appropriate utensils for distribution and consumption • Assign volunteer dedicated to food preparation and distribution 	
		Bess Rich	Beverage <ul style="list-style-type: none"> • Water, sport drinks, soda, etc • Appropriate cups 	
		Margie	Awards <ul style="list-style-type: none"> • Sort before announcements • Confirm that awards list on flyer match awards purchased 	
			Emcee <ul style="list-style-type: none"> • Designate a master of ceremony to keep the action going • Announces the awards • Announces the door prize winners (if we have them) 	
		Anita ordered 15	Tables <ul style="list-style-type: none"> • Awards • Beverage • Food 	
x		LRHP	Sound system	
		Anita Ellen	Trash can and liners Ellen will get liners	

		ELLEN	Race Day Volunteers	
			Set up <ul style="list-style-type: none"> • Finish line • Course (be sure they are where they need to be) • Registration area • Post race celebration area 	
			Registration <ul style="list-style-type: none"> • Packet pick up • Race day registration • Money collector • Data entry (LHRP) 	
			Course <ul style="list-style-type: none"> • Course marshal (LHRP) • Water Stop • Traffic Control 	
			Finish Line <ul style="list-style-type: none"> • Timer(s) (LRHP) • Data entry (LEHP) • Spindlers (LRHP) • Runner wranglers (volunteers) 	
			Post race celebration <ul style="list-style-type: none"> • Award sorter • Beverage organizer • Food handler • Emcee 	
			Clean-up <ul style="list-style-type: none"> • Finish line • Course • Post race celebration 	