

## Race Director Checklist

- Race Management Contacts
  - o Race Director
  - o Course Guard Director
- Obtain Permits
  - o Parade Permit
  - o Noise Permit
  - o Park Permit
- Contact Street Department or Highway Department
  - o Any other permits necessary?
  - o Any road construction or street work planned during the event schedule?
- Contact Law Enforcement with jurisdiction over the race course
- Contact local businesses
  - o Alert them of your race and plans for moving runners, spectators, customers, and traffic
  - o Ask if they know of any construction or other work in the area that may disrupt the race
- What are emergency procedures in event of on-course injuries:
  - o Ambulance on-site?
  - o Notify local hospital that an event is taking place
  - o If off-road, is Search and Rescue alerted or on-site?
  - o Are HAM Radio operators working this event?
- Provide race entry blank to the announcer ahead of time
- Significant information
  - o Where to park?
  - o Where not to park?
  - o When is the race start?
  - o Where is the race start?
  - o Where are restroom/portable toilet facilities located?
  - o Where is registration?
  - o Where is packet pickup?
  - o Who to contact in case of emergency?
  - o Where is lost-and-found?
  - o What to do with lost-and-found items if not claimed?
  - o Is any post-race food provided?
  - o Is there any race-provided transportation to start areas?
- Are emergency medical personnel on site?
- Are communications groups (HAM radio) on site?
- Triathlon specific information:
  - o Transition zone setup
  - o T1 entry and exit
  - o T2 entry and exit
  - o Are spotters assigned to watch for infractions (helmets, headphones, numbers, etc)?
  - o Boater instructions
- Are any vendors on site:
  - o Where are vendors located?
- Name of sponsors
  - o Do you have sponsor levels?
  - o Specific instructions for announcing sponsors
    - how many times to announce sponsors?
    - slogans

- volunteers
  - o where to sign in?
  - o are volunteers wearing anything to signify they are volunteers?
  - o make sure volunteers understand their duties:
    - where they are to be stationed
    - when to be stationed
    - how long to be stationed
    - how do they know the last runner/entrant has passed
    - are they providing traffic control
    - are they providing course directions for entrants
    - garbage duty – provide trash bags
- water stops / aid stations
  - o how many aid stations?
  - o Where are the aid stations?
  - o what is provided at aid stations?
  - o who is at the aid stations?
  - o who cleans up the aid stations?
- who is in charge of timing?
- is announcer calling the start or turning race over to an official starter?
- Race distance or distances
- Number of runners in race
- Records
  - o Fastest times
  - o Age group records
  - o Number of runners
- Thank you's to other groups and entities
  - o law enforcement
  - o street departments
- Significant dates in race history
  - o First race
  - o Celebrities who have run the race
- Do you have a costume category?
- Do you have a National Anthem singer or do you want a recorded National Anthem?
- Do you want American and Montana Flags?
- Do you want a Playlist (requires ASCAP/BMI one-day license fee)?
- Do you have speakers that may want to talk to the participants:
  - o Political figures?
  - o Celebrities?
  - o Race dignitaries?
- Do you want pre-race or post-race interviews:
  - o Race winners?
  - o Celebrities?
  - o Race dignitaries?
- Awards
  - o What awards will be presented?
  - o Does race allow "double-dipping" (Overall winners eligible for Age Group prizes)?
  - o Where will awards be presented?
  - o What time will awards be presented?
  - o Who will present awards?
  - o Are there door prizes?
- Information for next year's race