

Mount Helena Run Race Director Timeline – Things to do

By Erik Makus for new director in 2021

Fall & Winter:

- Decide on 2020 date
 - Get it in some advertising if possible (trail runner, etc.)
- Get date reserved with Mount Helena Park (call Jennifer Schade at city and get park application in).

Spring

- Get race up on runsignup
 - Set up Tim Cail's free registration.
- Make sure MHR gmail account is regularly checked (or forwarded to a personal e-mail) and respond to e-mails as needed.

June/July:

- Update race entry form on website (in case anyone uses it).
- Make sure Park permit is finalized.
- July – contact city (police) for noise permit. This takes about a month to get.
- Start contacting sponsors to see if they are interested again (can also offer free entry to sponsors if you think it appropriate).
- Contact Hammer Gel to see if we can get discounts again.
- Contact Trail Runner to see if we can get free magazines and 2 free subscriptions as giveaways
- Send out announcement on vig listserv. Also see if HURL will mention it.
- Other listservs in Missoula, Bozeman, etc.? MSU xc team usually runs Colter Run but can always check in with coach.
- Determine prizes/trophies. Medals can be ordered later.
- Reserve 2 port-a-potties from Little John's Septic for race day (they will bill to HVR).
- Verify with Competitive Timing that we are good to go for race day support (may need bib #s from now on).

August

- Contact Precision Embroidery and **find out when order must be in**. Figure out style/type, and sponsors.
- Order medals sometime about end of August.
- VIG listserv – request volunteers and runners

September

- Around Labor Day - Place shirt order – use actual shirt requests, plus estimate for extras (see shirt order spreadsheet for guidance, or contact me).

Week before:

- Walking Mall vendors – let them know about race.
- Contact IR on Monday to see if they (Curt Synness) can run an article.
- Wed. or Thurs. before – run the race course and make sure it is clear (unless there is a storm after – then may have to run it night before like 2017).
- Pick up shirts, sponsor stuff, medals, etc. on Thursday if possible.
- Stuff pre-registered race bags (if needed).

Friday before race:

- Print off registration forms (if needed – I didn't do this in 2018 or 2019 but instead used the RunSignUp app on the laptops at the race start).
- Pick up from Pat's the night before the race:
 - Tables (3)? At board room
 - A few chairs
 - Finish timer (race clock)
 - Water jugs (4-10 gallon, 20 5-gallon)
 - Safety pins
 - Clipboards
 - Cups?
 - Course guard vests and signs
 - Cones
 - Ladder
 - Extension cord
 - Cash box
 - Whistle
 - Small table
- Get from my house:
 - Rope/cord
 - Bamboo poles for banner
 - 1st aid kit
 - Pens/sharpiers
 - Spike for rip tags
- Hike up stuff to top of Mount Helena and leave it (put a note on it so people don't take it).
 - Two 3-gallon jugs water
 - Garbage bag
 - Paper cups
 - Rope

- backpack

Morning of:

- Food (Safeway):
 - Bananas
 - Bagels
 - Cups
 - Napkins
 - Gatorade mix (back up in case I forgot to order HEED)
 - 3-gallon water jugs (if having an aid station at top of Mount Helena)
 - Fiesta mix
 - Ice if needed (if it's going to be warm/hot)
- Set up the race
- Make sure photographer gets some good photos of race finishers

Post-Race

- Compile results and send to Curt Synness
- Send out post-race survey (survey monkey)
- Verify results on competitive timing and have them make any corrections.
- Get results, updated top five times, etc. posted on website.