



## **What For the Love of Go brings and what the hosting Organization brings**

### **FTLOG:**

Race Organization planning materials

Race Management experience

View across multiple events to help determine a unique idea for your race

Course map ideas, if needed

Marketing through our contacts

Posting on Race Calendars and in Run Group networks

Suggested Schedule of Events

Help with Volunteer Sign Up setup

Suggestions for Volunteer Appreciation Party, if requested

How to Guides for Packet Stuffing, Prepping for Pickup, Prepping for Race Day

Packet Pickup print outs

Labels for bibs

Safety pins

Crates for packets

Up to 2 water tables

Up to 2 refueling tables

Up to 4 igloos for water

Directional signs for the course

Signs, sign poles, and sign bases for posting Walk Up Registration and Packet Pickup signs

First aid kit

Up to 100 Cones

Direct Race course setup and tear down

Setup Registration area

Chalk to decorate the finish line

Runner Chute

Safety Vests, if needed

Meet with Timing Company on Race morning to begin timing setup

Main point of contact as a director on race day

Email to the participants with detail information for Race Day

Assist with picking up items for refueling/water stations, if needed

Finisher awards for 10 and under

Awards presentation set up

Warm Up Leader, if needed



## Organization Planning Team:

Group of at least 4 people to delegate tasks to

Arrangements with local law enforcement, county, state, and city officials for course, if needed

Funds required to host the event (fees, deposits, etc)

Volunteers to gather sponsorships

Items for packet stuffing

Volunteers to stuff packets

DJ/MC

Funds for items for refueling/water stations

Cones or additional required traffic management equipment, if required by law enforcement

Décor for Chute, if needed

Volunteers for course setup

Volunteer to setup the refueling

Volunteer to set up the awards after registration closes

Volunteers to be greeters on race day

Volunteers for the race course

Volunteers to man the refueling table

Volunteers to man the registration table

Volunteers to setup the sponsor signs on the start/finish stretch

Warm Up Leader, if needed

Email to the volunteers with detail information for Race Day

Items needed for onsite registration (cash box, method for accepting credit cards (if needed), blank registration forms, 3 tables)

Doorprizes, if there are any

Medals or awards

Packets that have been stuffed, in bib number order (at registration/packet pickup table by one hour before race start)