Event Organizing 101

We estimate it will take about 2 hours – not required to be in one sitting – to go over this packet carefully the first time, including 1/2 hour for reading the basic event roles and completing the online event roles review. If you do not have this time, then reconsider whether you wish to organize an event.

Learn the basic roles for a simple event.
Most events have some kind of registration, start, supervision during the event, finish, and results.

See following pages

  - course, marshals, and starter
  - registration instructions and registration captain notes
  - finish line and scoring

There is an online review covering key points. Visit

http://www.active.com/princeton-nj/running/distance-running/event-roles-review-2015

Allow enough lead time to organize the details. 3 to 6 months is reasonable for a simple event.
Complex events take longer.

See following pages

  - Institute Woods 6K event information form
  - Institute Woods 6K eight week timeline
  - Institute Woods 6K day-of timetable (also tells event crew assignments)

Understand the business side.
Key numbers for the budget: estimated number of participants (P), total event cost (C) for that many people, and additional cost (M) to add one more participant.

See over for more on determining entry fees. The exact set-up always evolves, even for professional event managers. The short answer is, see how we did it last time, and make small adjustments.

The event information form, budget, and day-of timeline (action plan) are essential for an event proposal. The lead-up timeline, shown here as eight weeks, is important too, yet mostly generic, so can easily translate from one event to another.

Event Organizing 101 recap

The following pages have more information or give examples from a previous event.

Reviewing and expanding on the main points:

Learn the basic roles for a simple event.
Most events have some kind of registration, start, supervision during the event, finish, and results.

Allow enough lead time to organize the details. 3 to 6 months is reasonable for a simple event.
Complex events take longer.

Event organizing is like baking bread. It takes time, and a lot of that time is just waiting for things to develop. Also vital is doing the right thing at about the right moment. There is a lot of flexibility, but less as the conclusion of the process draws near.

There is an eight week timeline for activities leading up to a small, simple event. With experience and everything lined up, it could be possible to do an event in somewhat *less* than eight weeks. Typically, it will be weeks or months before that to get the logistics set to get on the eight week timeline.

Understand the business side.
Every event has a detailed budget. Previous event budgets can be used to learn the costs for most items at a new event. The budget must tell the following key numbers:

– P, a conservative estimate of the number of participants. Typical for new events are 35 to 40 for a weekday event and 50 to 75 for a weekend event.

– C, how much the whole event costs for that many people. Include the cost of supplies (we have a table for the common ones) and volunteer incentives.

– M, how much it will cost to add one more participant.

Included in C and M should be indirect costs, such as annual overhead and the need to maintain and improve equipment. Usually, these indirect costs come to about $3 per participant. To some extent, these can be itemized in the budget.

From the estimated number of participants P, the event cost for that many people, C, and the online processing charges, one can determine regular early registration fee.

The indirect costs suggest an approximate member discount.

Setting up the rest of the price structure depends on a lot of factors. One key factor is the cost to add one more participant, M.

Distance Running Events – Course and Marshals

Although Princeton A. C. events have not been sanctioned by USATF, the rule book provides good guidelines for the responsibilities relative to managing the course and starting a distance running event.

As a practical matter, the roles of **umpire** (rule 127) and **marshal** (rule 133) are often combined and called marshals. Courses for recreational level distance running events are seldom under exclusive control of event officials. The roles of **starter** (rule 129), **referee** (rule 125), and **chief finish judge** (rule 126) are often combined.

Umpires (rule 127) observe the conduct of athletes on the course, may be stationed on the course to direct competitors where necessary (rule 251.6) and may report to the referee about competitors who divert from the marked course (rule 251.7).

Marshals (rule 133) are concerned with restraining everyone not involved with the competition from interfering with the course.

The course must be clearly marked (rule 251.2), the course must be described in the event invitation (rule 251.5). This responsibility lies with the organizer (rule 251.6). See also rule 243 for road events.

The first responsibility to know the course lies with the organizer. Having provided a published and well marked course, it is the athlete's responsibility to follow it. Umpires (marshals) may be used to direct athletes where necessary. It is desirable to mark the course sufficiently such that, **as much as possible**, **the responsibility to follow the course lies with the athlete.**

For road events, monitors are to be placed at all turns and major intersections (rule 243.2). Each turn or intersection shall be clearly marked (rule 243.1.a). The rule does not explicitly charge monitors to direct the athletes, and does demand course marking so there will be "no doubt" as to the direction. Having provided a well marked course, again, as much as possible, the responsibility to follow the course lies with the athlete.

The responsibility of the athlete to follow the course is implied by USATF rules 251.7 (cross-country) and 243.4 (road): referee to disqualify athletes who cut the course. USA Triathlon Rules of Competition Article III, paragraph 3.4.a states explicitly, "It is the participant's responsibility to know the course."

MARSHALS should receive a course map and a definite location to be stationed. They should have written instructions for contacting emergency services. This will often be a cell phone call to 911, and written location information to aid dispatcher, including town, county, and state. For less urgent situtations, marshals should be able to contact the event director. Marshals should also have instructions for leaving their posts – what time, and any on-the-spot course break-down.

Determine before event day whether there is cell phone coverage and what alternative will be used if this is not available.

Distance Running Events – Starter

The starter (rule 129) is responsible for explaining the commands used to start and starting the event (rule 162.3-4). The starter must command athletes attention, put them at ease, and communicate clearly and definitely. There are two commands: "on your marks" and then the start signal (pistol, horn, whistle). After the command "on your marks," the starter should pause briefly to wait for stillness and then give the start signal.

Do not use a count-down.

The start signal should be given confidently. If a whistle or horn, a full, clear, loud blast. The air horn is loud, and a start pistol is louder. Hearing protection is available and recommended.

An example script used by a starter might be: "I have three things to tell you. First, please quiet down so you can hear the other two. Second, there are two commands: on your marks and then the whistle. Third, … have fun. Timers ready? … On your marks … [tweet]."

The starter's attention should be focused on the athletes about to start the event, not on other matters. It is highly preferable that the **starter not be the race director.**

THE START. At the start, a common procedure is to say a couple of thank yous, briefly explain the course, including special cautions, mention the organization (Princeton A. C.), possibly including the next club event, and then do the actual start. The thank yous, course explanation, and PAC acknowledgment might be given by the race director or someone else designated, and then the starter introduced.

Specific thank-yous by name are appropriate, if it will not cause offense by leaving someone out.

The announcements at the start should be reasonably brief. The exact content and delivery is not set in stone. For example, the starter may give the course description. Because of the starter's focused role, it is better for someone else to give the thank-yous and acknowledgments.

[For track events, it is usual for the starter to describe the course, i.e. the number of laps to be run, and the finish procedure. The start for individual running events over 400 meters is the same two command start. Sprint starts are different. See rule 162.]

It is OK for the race director, announcer, and starter to use notes when giving the start announcements.

Distance Running Events – Registration Instructions

There can be some variation for certain events. For those, we compose specific registration instructions, with appropriate modifications. Track events don't need a triple record of entrants, because no one gets lost.

Preregistered   Preregistered runners are listed by name, sex, age, city, and state.

1. **Identify** the entrant.
2. **Assign bib** number. Bib number is recorded in three places as follows.
   (a) Entrant signs sign-in sheet and waiver, entering bib number, name, sex, age, home town.
   (b) Registrar enters bib number, name, sex, age, on duplicate record of sign-in sheet.
   (c) Registrar records bib number on registration list.
3. **Issue bib** number. Entrant writes name, sex, and age on bib number.
4. **Promotion** sheet of the day – put it in the person's hands with bib number, mention what it is.
5. If entrant has not ordered a t-shirt, mention whether one is available.
6. If the entrant has ordered a t-shirt, present it and note delivery on sign-in sheet.
7. We presume fulfillment for anyone who orders a t-shirt and signs in for a race.
   (a) We may use a system of inventory cards to keep track of delivery.
   (b) There are no guarantees for anyone who wishes to "pick up a shirt later."

At close of registration, duplicate record (item 2b) goes to finish line. Original sign-in sheet (item 2a) and registration list with bib numbers (item 2c) go to a secure place.

Race Day Entrants – confirm payment first, then issue bib.

1. Receive the entrant's entry form, and, perhaps, membership form.
2. If it is the wrong form, and it is for another organization, reject it.
3. If it is the wrong form, and it is one of our forms, clarify the entrant's intentions. Usually, crossing out the title and writing in the intended event entry is sufficient.
4. If entrant has not ordered a t-shirt, mention whether one is available.
5. **Receive the entrant's payment**.
6. Verify that the entrant's data is entered on the entry form and that the entry form is signed.
7. Verify the amount paid and write it on the form. Initial "received by." This is especially important for cash receipts. Minimize the number of stations handling cash.
8. **Verify that a check presented for payment is signed**.
9. Add the entrant to the registration list – name, age, sex, home town.
10. Proceed from step 2 above.

For simple race day single event entrants, can compress 1-2-3-4-5 to: receive payment for race day entry and t-shirt if available and desired. 6-7-8: examine check. 9. Add the entrant to registration list – name, age, sex, home town, "Paid", the amount and your initials. This is especially important for cash receipts. Then go on to complete sign-in sheet / waiver log.

T-shirt only – Receive payment and note on registration list.

"Preregistered" but missing from list – RARE. Check with registration captain or race director. Take payment as for race day entrants. We can check records and issue refund by mail if necessary.

If you have doubt about the fitness of an entrant to complete the event, express your concern to the entrant. In all cases, a responsible adult must be on site for an under-10 year old entrant. Three miles or 5k is a challenging distance for under-10's and presumptively inappropriate for under-8's.

P.A.C.
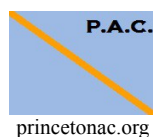
princetonac.org

Princeton A. C. – Race Day Registration and Sign-in Instructions
Registration Captain Notes
ATTENTION! Athlete and crew safety items.

Race director and contact #:	Confirm secure place for registration list / cash designated: _____
Captain and contact #:	Do NOT write where. At least two people must know.
Primary crew:	

Cash box – always at least two people when cash is out. One person handles cash. One person observes. We have not yet needed two cash stations. Do not become a target of opportunity.

Start register – for trail or road events, at least TWO records of actual present athletes, usually three. One to start/finish crew, one to secure place. We must know who is out there.

PAC promotion – Registration is the only one-on-one contact with event participants. Please hand each participant the promotion sheet of the day. Place it in each person's hands along with the bib number. Tell each person, here is information about our next event or club activities, etc.

Opening registration. You will need: p**ens** – there are no pencils at registration; b**ib numbers** and **pins**; race day **entry forms**; **membership forms**; **t-shirts**, post-race party tickets, anything else on offer. Treat as money anything that represents value. You will also need:

→ **rules** sheet – no personal audio devices, wear number on FRONT, unaltered, no pets;

→ **cash box** – when the cash box is out, watch it. Captain or primary crew. Do NOT leave this task to walk-in volunteers. Do not become a target of opportunity.

→ **sign-in materials** – fill in venue and date, number sheets – record bib numbers
      (a) **sign-in sheet** with waiver
      (b) **start register** or registration list – duplicates sign-in sheet, but no signatures
      (c) **preregistered** entrant list and **record for race day** entrants

Closing registration. Send **registration list up to timing crew** (start or finish line). Secure: sign-in sheets, entrant list, cash box. We will designate a place. Entrant list must be accessible on site. Collect materials and clear the registration area. Any trash?

Better practice for cash handling

1. Minimize the number of stations handling cash, preferably, one station only.
2. There should be one registrar and an observer for each cash handling station.
3. In case of confusion, start the transaction over.
4. Avoid taking large currency – 50's and 100's.
5. There is no reason to pay out 20's in change.
6. We should be so lucky to need a system of runners for securing large amounts of cash.

Distance Running Events – Finish line and timing

The following is effective for a small event. For a 5K, tag and spindle can get to be a challenge over 150 people, and any manual system will become less fun for the scoring crew beyond 250 people.

Set up using spray chalk line, plastic posts or stakes, and pennants or flagging tape.
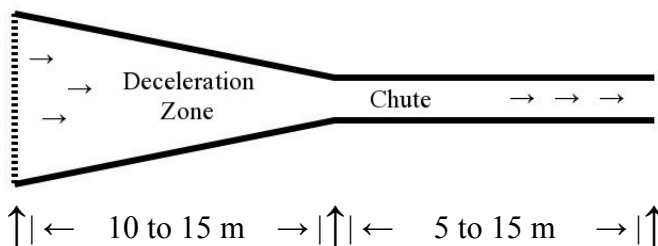
Finish line is 3 to 4 meters wide. Deceleration zone is 10-15 meters.

At that point, chute narrows to 1 m wide. Chute is long enough so people can walk through and get card or give tag, and no longer, 5 to 15 meters.

At the finish line	10-15 meters back from finish line	15-30 meters back from finish line
Select time team caller + recorder		
Printing timers Finish line judge		
	Chute manager guides runners through chute, keeps them moving.	Card handout or tag spindle at back of chute.

Caller is on course before finish line. Recorder is at or just behind finish line.

Interlopers who cross finish and get timed go all the way through the chute.

Interlopers (bandits): put card in pocket or put blank "turkey" tag on spindle.

Finish line personnel priority. If more than four, have second printing timer and split other roles.

1	timing w/ printing timer	5	Second printing timer
2	A. card hand out or tag spindle B. card feed / chute management	6	Split roles 2A and 2B
3	A. finish line judge – decides order of close finishes B. calling select time bibs	7	Split roles 3A and 3B
4	recording select times and bibs – has watch		– – – – –

USATF Rule 165 (timing): two watches acceptable, three preferred, all equally official. Time is second fastest, rounded up to whole second for events partially or entirely out of the stadium.

Ladder theory of finish line: timers at front of chute record every time in order, back of chute records all bib numbers in order (indirectly, by handing out numbered cards or placing tags on spindle). The select time team gets some times and bibs tied together. For very small event or at low finish rate, "select all" is expected.

The tag and spindle system requires less effort by runners, and more attention by finish line crew. It is slower to process at the chute, often faster to process at results. There is a risk of catastrophic screw-up, for example, by dropping tags off the spindle. Stapling tags to bulletin board is a nice display.

For place card system: card feed hands cards to card handout five at a time in order. The place card system requires more attention by runners (may forget to turn in card or fill out incorrectly), and less effort by finish crew. Low risk of catastrophic screw-up. Cards stapled to bulletin board might work.

Distance Running Events – Scoring

For tag and spindle system, **record bib number on score sheet, indicating place** before posting or removing from spindle. We can recover almost any other error.

Priorities are: (1) recording information to produce complete results, (2) accurate determination of awards, (3) prompt determination of awards and (4) display of results.

Scoring is by place.

Before anyone finishes: Clear bulletin boards. This could be done before race day. Each 24" x 36" (nominal) board has 22" x 34" of usable space and will accommodate 100+ 2x3.5 finish cards in six columns of 16 or 17 – template shows layout for exactly 100 cards. Pull tags lay out as 60 1.5x7.5 tags in three columns of 20.

Check start register: ideally it will have age, sex, and home town club/team information. If incomplete, information will be found on the registration list or waiver log. We need age and sex for award categories. Other information is not a time sensitive priority.

Procedure as finishers come in. Scoring could be done by one person. It can be faster, easier, and all around nicer to split up the task.

1 - When finish cards come in, one person on the scoring table should remind participants to complete information on the finish card: bib number, name, age, sex, home town or team as applicable. For tag and spindle, this information will be on the tag. The minimum requirement is bib number: it will be painful if many people do the minimum.

2 - As information comes in, one person on the scoring table records to the score sheet. Bib number, age, and sex are key. Name and home town/team are helpful.

3 - After recording to the score sheet, one person posts tags or cards to the board. Tags always come in order. Cards can be laid out according to a template, so can be placed in the correct location even if they are received out of order. There is a 11 x 8½ template for 12 cards available and labeled for a board to hold exactly 100 cards.

4 - One person determines awards. It is easiest if there is a printed awards sheet for the event, with blanks for overall and categories by age and sex. Have a couple of extra blanks so there is room to simply line out duplicates if they arise, or to record extras if awards will roll down due to no-shows. The score sheet has blanks for division and division place. Marking with asterisks might be all that is needed for easy, effective awards announcements. Check off recipients to avoid duplicates.

5 – As times become available, record them on results sheet, awards sheet, and display board.

Once awards are determined – and after a reasonable interval so many have finished (there may still be finishers coming in) – it is time to give the awards. People drift away quickly after finish.

We want to announce times for the top places, but not necessarily every award position. If announcing times, record them on results sheet or award sheets. It looks silly to squint at the paper tape in front of a crowd.

When actually giving the awards, a couple of random ones are one way to keep it light. Middle of the pack, the last finisher. Recognizing a couple of volunteers never goes out of style.

AVOID special recognition for youngest finisher. Unfortunately, there are too many parents pushing this envelope. If the youngest earns an award in the youngest age category or overall, or in some non-age-based classification, that is fine.

Sample Event Information form – see over for additional remarks.

The event information form is an essential part of the event proposal. Set this up before setting up online registration. Then, make online registration match the information form. Keep it simple.

P.A.C.
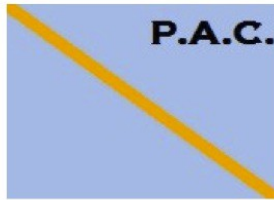
princetonac.org

Princeton Athletic Club presents

6K Cross-Country Run

Friends School, 470 Quaker Road, Princeton, NJ

Saturday, December 7, 10 AM start

Preregister!– Entry limit 150

info: iaswoods@prinetonac.org   entry: **princetonac.org**

ENTRY FEE – includes T-Shirt

$29 till November 23, $35 after, online only.

Please preregister: on location will be $50 credit card only – no cash.

No Shirt: $17 till November 23, $23 after, online only. On location: $35.

$2 discount online *with discount code* for Friends School, IAS, and PAC members.

All online entry – no additional online fees – visit princetonac.org

T-SHIRTS $15 day of, as available.

Runners, please check in 8:45 to 9:45 AM for an on-time start. Those expecting to finish beyond **50 minutes,** please arrive by 9:30 AM for possible special early start.

Walkers are welcome – please arrive by 9:30 AM

Course is on trails through the Institute Woods. Course sweep consistent with runners on 15 minute per mile pace from main start.

> Online entry: visit princetonac.org
> ### Preregister!
> Assure your spot – Save $$$
> ### Limited to 150 participants.

NO REFUNDS. If you can't race and inform us in **writing** before race day, we will treat your entry fee as a tax-deductible donation.

Volunteers needed, contact race director Lawren Smithline iaswoods@princetonac.org

Important: The IAS Woods Event is a special privilege. Please respect out-of-bounds areas. PLEASE DO NOT APPROACH IAS MAIN CAMPUS BUILDINGS, FRIENDS MEETING HOUSE, OR CEMETERY.
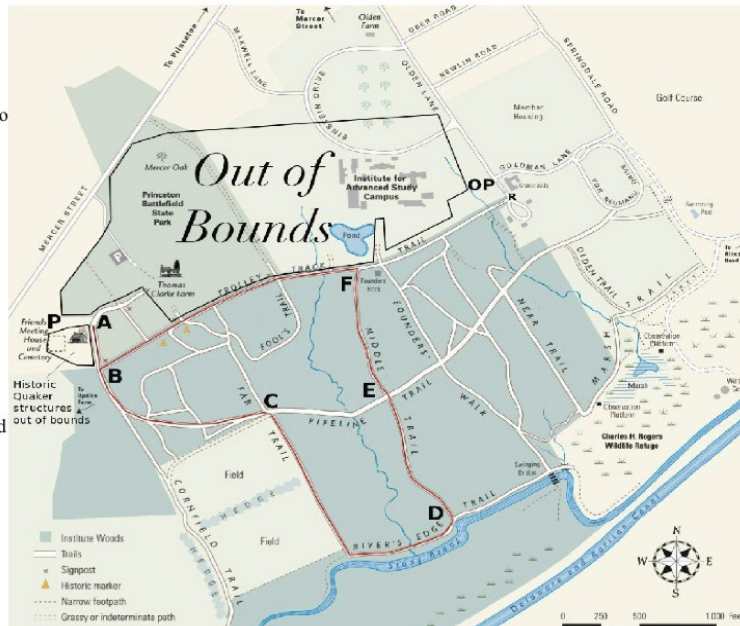
DIRECTIONS

To Friends School, 470 Quaker Road, labeled P on map, **from Route 206:** Turn onto Lover's Lane. At the first traffic light, turn right onto Mercer Street. Go about 3/4 mile (past the Princeton Battlefield Park) and turn left onto Quaker Road. Another turn left immediately. Stop at the stop sign and drive into the school's entrance directly across the street.

To Friends School from Route 1: Exit for Province Line, Rt. 533 N, and continue to Quaker Road.

To Overflow lot, labeled OP. opposite 225 Olden Lane (Crossroads School), **from 206:** Turn onto Lovers Lane. Continue across Mercer Street to Olden. It is just under one mile to Friends School down Trolley Track Trail. **From Route 1:** Quaker Road, right on Mercer Street, past the Battlefield, and right on Olden.

Course: Enter trails at point A. Course starts at B. Main loop: B – C – D – E – F – B. REPEAT main loop. After second loop, turn right at Point B, running north on Pipeline to finish at Point A.

Do Not Enter Areas Labeled Out-Of-Bounds.

Event Information form

The top quarter of the event information form should look like a promotional handout.
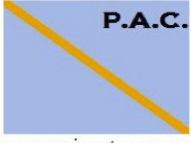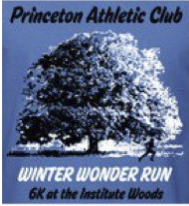
Essential information for the top quarter
–   the name and type of event (here, a 6K run)
–   the location, at least which town
–   the date and time
–   where to go for entry (here, princetonac.org)
–   contact information (here, iaswoods@princetonac.org – could also use a web site)
–   who is putting on the event (PAC, of course. Use the PAC flag logo in the upper left.)
–   a brief mention of special conditions, if necessary (here, field limit 150.)

Sample quarter-sheet handout (reduced scale).

The entry fee is not listed on the quarter sheet or the top quarter. We have made this mistake before. There is not room here to give the accurate description of early entry / late entry, etc. So leave the money out of the top quarter and quarter sheet.

Put the flyer in a person's hands and invite: "Come visit us in Princeton next month..."

Princeton Athletic Club Presents
6K *Winter Wonder* Run
at the Institute Woods
Princeton, NJ
Saturday, December 7, 10 AM start

Limited to 150 participants – Register online!

Contact iaswoods@princetonac.org

On-line entry – full details: **www.princetonac.org**

www.princetonac.org

The total production for the information sheet may be less than fifty – we try to use other, punchier, formats for promotion. The small flyers can be at least as effective, because it has only the part that people read anyway. The quarters are easy to produce by the hundreds, or a hundred at a time on 25 sheets.

The information on the rest of the information sheet will be read by few, yet it must be available in writing for those who want it, or need it. It can go on longer than a side of a page if necessary. It can be packed in, because, beyond the top quarter, this sheet is mostly for reference, not for general reading. Entry fees, amenities, event day schedule, course map, directions.

Entry blank is not needed if doing all online registration, and these days, we do. We also have a generic day-of entry form that can be set up for day-of entries. Mail-in is discouraged: people make too many mistakes and checks are a pain to deal with.

Sample eight week timeline (actually ten weeks, including two weeks post-event).

The timeline for another event may not be the same, but will probably hit the main points on about the same pace. Thank-yous are essential for events on private property.

If you want to run the eight week timeline, planning must start before the eight weeks – sometimes months before.

The last block of the timeline suggests "request date for next event at venue." That could be 11 1/2 months in advance for an annual event.

Timeline	Actions
6 to 8 weeks prior to event	**Race director must be willing to ask a familiar stranger, in person, to come to the event.** Email promotion - active.com mass email - area running clubs. Add event to area online running calendars. See PAC promotion contacts. Submit to publications' "calendar of events," usually web forms, distinct from press release. Ongoing till event. Distribute flyers / window displays to area businesses. See PAC promotion contacts. Note: no need to go crazy. We have a short list of amenable businesses, and maybe you find a few others. Ongoing till event. Hand out flyers at area races. Again, no need to go crazy, just the ones you go to and maybe a couple convenient events in town. Ask for help from PAC members. Put the flyer in a person's hands is much more effective than a stack on the table. Graphic art should be final by this time.
4 weeks	Check equipment inventory – Inventory is always positive check by actual inspection – positive handshake if not done personally. Use a check list. Determine sources for awards and refreshments, timeframe for orders. Submit press releases to area publications. Use photo from previous event. Identify volunteers for key roles – course setup, registration captain, finish line captain.
2 weeks and four days	Assuming the cheaper price ends 14 days before the event, do mass email four days ahead. Confirm volunteer crew is still on board. Ask waffling volunteers to sign up definitely. Positive handshake preferred on confirmation.
2 weeks	Assuming 14 days advance order for guarantee of T-shirt production, tally T-shirt orders, add a few extra, and place T-shirt order. Note: CustomInk will give a chance to revise quantities with proof review. Local printers may have quicker turnaround and less formal review process. Extra T-shirts: if fewer than 15 volunteers, one extra for each volunteer under 15, up to five. plus one extra per five shirts sold to runners. Maximum of 15 additional shirts. Size distribution

	approximately as ordered, slightly heavy on large and light on extra-large. Standard sold distribution is about 3S-3M-3L-1X. For extras, consider 4S-4M-6L-1X.
	There may be price break-points to consider (not with CustomInk, yes with local printers). Above is based also on having previous event left-overs to offer late comers. The extras on account of volunteers are NOT reserved to volunteers.
Ten days	Assign volunteer roles. This is not cast in stone – there are always adjustments day-of.
	Advise volunteers of where and when to show up. All come to event HQ first to sign in.
One week	Review equipment inventory. Everything should be sourced, on hand or with guaranteed delivery date.
	Collect equipment from storage areas.
Four days	Mass email alert
One or two days	Assemble equipment ready for transport. Obtain refreshments other than day-of items (e.g. ice, bagels)
	Print registration / merchandise order list – there will be additions, but this list will be 95% complete.
Night before	Pack up with check list. Get a good nights sleep.
Event Day	Print the final registration / merchandise order list. Here we go!
+ 1 day	Press release with top performers, a couple of photos, thank you to host venues, mention next PAC event
+2 to 3 days	Post results, photos. Mass email to participants: results link, thank yous, mention next event. Thank you email to volunteer crew – with debrief request: what went well or not well.
+5 to 7 days	Thank you note to host venues, preferably on paper.
+ 2 weeks	Request date for next event at venue – mentioning handoff to new race director as needed.
	Summary for PAC files: "lessons learned" from debrief, financial resolution, waiver log, start register, finish line records (e.g. select time), score sheet. Make a photocopy of timer tape – the thermal paper degrades quickly.

Sample day-of timeline – an essential part of an event proposal. (Full size available on request.)
This shows how many volunteers are needed and where they are at what time. Note references to other instructions for finish line, registration, set-up. Set-up instructions are specific for the event. Finish line is generic. Registration is mostly generic, with a few special items for the event.

Institute Woods 6K plan – based at Friends School, Quaker Road at Mercer Street – page 1/2
Personnel description and time-table. Additional specific instructions for set-up and various roles required.

Volunteers and primary roles:

RD: keeps it all together	
Set-up – course	
Set-up – start/finish/water stop	
Set-up – Friends area	
Registration (2 or 3 people)	
Parking marshal 1-2 people (at IAS, maybe at Friends School)	
Course Marshals (2-4 people + mile split option)	
Finish line (4-7 people)	
Scorer (can take from finish)	
Clearing course	
Clean up start / finish / Friends (2 people + others)	
Photographer (optional extra)	
Others?	

All volunteers check in at Friends School. Sign in, confirm cell phone number, issue volunteer T-shirt on arrival.

8 AM Set-up (3 people)
Friends school area:
Start area / Finish area + water station:
Course marking:

8:15 Check in & Parking marshals arrive.
Parking marshal at IAS overflow lot opposite Crossroads School, 221 Olden Lane.

8:45 Check in + parking. Course & Finish setup continue (5 people)

Check in: (2 or 3 people)
Parking at IAS:
Optional extra: photographer

Card swiper or two at check-in. Laptop at check in, if possible.
Note walkers should get distinguished bibs, e.g. separate number series.

9 AM Starter and finish line captain arrive.

9:15 Additional finish crew, course marshals arrive

9:30 Course marshals out, sign-in + parking continue (6-8 ppl total)

Minimum Personnel: (6) Two marshals, 3 timers, one starter, sign in.

C – Pipeline x Far Trail – required
D – River's Edge x Middle Trail – good to have
B – Trolley x Pipeline – if available (water station)
F – Trolley x Middle – if available – can be same as parking marshal
Optional extra: mile split, between D and E.

9:40 Walkers – 10 minute warning

9:50 Walk start – use two simple stopwatches to keep differential to run start. (Three watches if it's convenient.)

Institute Woods 6K plan – based at Friends School, Quaker Road at Mercer Street – page 2/2
Personnel description and time-table. Additional specific instructions for set-up and various roles required.

9:50 Run Start – 10 minute warning – sign in closes – collect timers – minimum 8 people

Sign-in closing (1)
Parking (1)
Marshals (2)
Timers (3)
Starter (1)

9:55 Instruct the field – thank hosts IAS and Friends School
Named IAS representatives:
Named Friends representatives:

10 AM run start   Report walk start differential to scoring table.

10:05 break-down and clean up start area
Option to close finish lane (B to A) with flagging tape till first possible finisher

10:10-10:15 Record first loop completions for lead group by bib number, similar to select time. Photo record near mark B is helpful.

10:16 Open finish lane.

10:20-11 AM Finish – minimum 6, prefer 11.
Photo and mile split are extra personnel if available.

Minimum at finish line: 4 – timer, backup timer, card handout, judge.
Prefer 7 at finish line.
Marshals – 2 to 4

Finish line personnel – see finish line instructions.

Anyone who gets a time at finish line gets a card at the back of chute. Pocket cards for interlopers (bandits). Scoring table sorts out walkers.

10:30 Flagging tape across outbound trail (B to C)
Begin course sweep / clean-up

Minimum one, better two additional people.

10:45 AM Figuring results – can cut down finish personnel.
Scorer:

11:00 or as soon as possible AM Presenting awards.

11:15 AM sweep / clean-up finish area and sign-in area

11:30 AM -- site clear.

Additional notes:

Inventory
Set-up instructions – course, start/finish
Set-up instructions – Friends School area
Registration instructions – specific for event & general
Marshal instructions
Starter instructions – specific for event & general
Finish line instructions – general
Scoring instructions