

Papers to have in small quantities – keep a reserve copy in a safe place	Qty	Check
This document index	2	
Inventory	2	
Time table – race director, registration, start / finish area, and reserve copies	5	
Volunteer arrival times	3	
Registration instructions – specific	5	
Registration instructions - general	5	
Course set-up	5	
Friends and IAS set-up	5	
Marshal Instructions – event specific	8	
Starter instructions – specific	3	
Starter instructions – general	3	
Mile split preparation (new)	3	
Electronic gizmo checklist (new)		
Finish line instructions	10	
Refreshment Quantities	3	
Scoring instructions	5	
Scoreboard template	2	
* permission letters – race director, registration, reserve	3	
* insurance certificate	3	

Signage for Set-up	Qty	Check
Bathrooms / Please use Bootbrush	3	
Bathrooms this way	3	
Bathroom	3	
Sold out	3	
Lot Full	3	

Registration database lists – active.com download, save to spreadsheet, sort as needed by category / name / item		
(available race morning)	Qty	Check
Preregistered volunteer list – “check-in report”	3	
Preregistered participant list – “check-in”	3	
T-shirt purchase list – “merchandise report”	3	
PAC membership list – active.com check-in list for membership	3	

Papers to have in larger quantities / papers to be completed – event specific	Qty	Check	
Sign-in sheet – volunteers – 15 lines each	3		
Sign-in sheet – preregistered – 15 lines ea.	15		
Sign-in sheet – general – 10 lines each	15		
Parking directions – quarter sheets	25 x 4		
Course map	100		
Event information sheet	40		
Awards sheet	5		
Promotional material of the day	150		
Registration sheet of the day	100		

Papers to have in larger quantities – non-specific for event	Qty	Check	
Start register – 20 lines each	15		
Score Sheet – 20 lines each	15		
Select time sheet – 20 lines each	20		
Rules sheet – half sheets	75 x 2		
PAC membership information	75		