



Race Director's To-Do List

(This may not be a complete list and merely a suggestion)

6 Months to 1 Year prior to event

- Choose event date
- Choose event location
- Secure Elite Race Company as your event timer
- Complete Timing Contract and Race Information Form via www.eliteracecompany.com
- Email course map and event logo to amy@eliteracecompany.com. Please include your event name in the subject line.
- Confirm registration website and make any changes deemed necessary
- Complete course certification with USATF representative

3 to 6 Months prior to event

- Secure event sponsors
- Submit proper permit with authorities
- Secure race day portable toilets, if applicable
- Submit request for event sanctioning and insurance

1 to 3 Months prior to event

- Begin event t-shirt order
- Order event awards
- Secure traffic cones and other course marking elements

1 Month to 2 weeks prior to event

- Print Race Day Instructions form from www.eliteracecompany.com
- Begin entering paper registration information into event webpage
- Secure water stop and finish line snacks, water, and other race day supplies

Event Week

- Complete entering paper registration information into event webpage
- Put together pre-registration packets (Elite Race Company will send supplies the week before your event)
- Print copies of Race Day Registration Form from www.eliteracecompany.com
- Print copies of Chip Instruction Forms for registration tables
- Meet with volunteers to give them specific race day instructions