



Mountain Junkies LLC.
Event Timing Services
“We want you to have a great
time!”
212 East Main Street, Salem, VA 24153

RACE MANAGEMENT
A Checklist of Things to Consider

Timeline

Recommend development of a timeline for everything to happen prior to, and including day of event, with a responsible person’s name listed. Update regularly

Budget

Sponsorships
In Kind Donations (food, drinks, advertisement, etc.)
Race Fees

Race Type

Length
Fun run
Walkers
Teams

Registration

Brochure/Form (make available early enough to pass out at other races)
Data that is captured during registration – is it user friendly for data entry purposes
Online, mail, race day registration
Bib Numbers – easy to read, no four-digit numbers, no duplications for multiple races. Suggest different colors for different races.

Permits

Check with locality’s engineering department to start the process

Race Course

Police, street closings, cones, course marking, and course marshals.

Finish Line/Results

Mountain Junkies LLC does offer finish line/results management.
Our fee structure is different depending on the size of your event, number of races you are holding on race day, and what type of timing program you want to use.

Communications/PR

Media (Newspaper, Radio Stations, Billboards, Sports Magazines)
Websites (Runner’s World, RRCA)
Posters
Results will be posted where?

Mountain Junkies LLC.
info@mountainjunkies.net

Transportation

Have a way to get Volunteers, Equipment, Supplies to where they are needed on race day

T-Shirts

Design

Logos from sponsors

Shirts for volunteers

Banners/Signs

Sponsors may have these to display at event

Water Stations

How many, tables, locations, cups and containers/coolers

Volunteers

Coordinator

Packet stuffing

Packet pick-up

Course marshals, maps

Race Day Registration

Split Timers

Water Stops

Party (set up, clean up)

Race Start, Awards Ceremony

MC

Script (recognize sponsors)

Possible singers for National Anthem

Sound System

Music

Awards – finisher medals, age group awards

Celebration/Race Party

Location – could depend on time of year, weather (may need indoor facility)

Food, drinks, ice, trash bins, door prizes, awards ceremony, sound system

Set Up, Clean Up

Packet Stuffing

Letter

List of sponsors

Race Course Outline

Ads

Small giveaways (coupons, magnets, pens, etc.)

Other race brochures

Restrooms/Porta Potties

Need ample facilities – runners can get quite stressed prior to race if lines are too long.