Mountain Junkies L.L.C.
Event Timing Services
"We want you to have a great time!"
212 East Main Street, Salem, VA 24153
540-525-9452

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
Most new races in the Roanoke Valley attract 75-125 runners in their first year.
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
> Minimum data captured; Name, both age and birth date, and gender (also ask for which event if you have an event with two distances or a run/walk.)

Bib Numbers – easy to read, no four-digit numbers, no duplications for multiple races. Suggest different colors for different races.
- Can be acquired free at www.roadid.com
- Can be purchased as generic or custom at;
- www.rainbowracing.com or www.marathononline.com

Permits
Greenway races require permits - Contact the City of Roanoke Parks and Recreation for how to proceed with your event.
For other locations, check with locality's Engineering and/or Parks and Recreation 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/when?

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

Parking
Make sure you have directions online for where you would like runners to park on race morning.

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
> Most local events do the following;
> Top 3 Male/Female awards, then they do age group awards, which are Top 3 M/F in each age group. These age groups are normally something like the following 2 options.
>> - 14 & Under; 15-19, 20-24; 25-29; 30-34; 35-39; 40-44; 45-49; 50-54; 55-59; 60 & over or 60-64; 65-69; and 70 & Over
>> - 9 & Under; 10-14; 15-19; 20-29; 30-39; 40-49; 50-59; 60 & Over or 60-69; and 70 & Over.

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.
A suggestion would be to have a minimum of 2 per 100 race participants.