

School Run/5K Planning Checklist

Race Checklist 6 months-1 year out

- Select a date & time
- Confirm location
- Complete necessary paperwork to secure venue

Race Checklist 4-6 months out

- Create sponsorship package & include a t-shirt sponsor option.
- Contact local businesses
- Contact T-Shirt Company & Design Race Shirt
- Design and Order Award Medals/Ribbons
- Contact High School Track Coach for partnership, materials, and student volunteers.

Race Checklist 2-3 months out

- Create Sign Up for Race and for Volunteers (google forms)
- Order Race Numbers & Water bottles or event item
- Create event promotion in canva: Social Media Posts, Flyers to go home.
- Post race information on the school website.
- Confirm T-Shirt Order and Sizes
- Create newsletter/email for volunteer sign-ups
- Contact nutrition department to offer apples, granola bars, water, etc
- Contact police department if running on roads that need to be blocked

Race Checklist 1 Week Out

- Pack up all race materials: T-shirts, forms, medals/ribbons, snacks, etc.
- Confirm with volunteers and send them their assigned task.
- Confirm with venue
- Social media blast
- Get money bag for day of registration

On the Day of the Race

- Get to the race location early
- Set up tables for registration, t-shirts, snacks, start line, vendors (if applicable)
- Set up registration materials for volunteers
- Place directional signage
- Huddle with all volunteers before the race to give directions and answer any questions
- Have Fun!

Potential Business Sponsors

- Utility District
- Local Pharmacy
- Doctor Offices
- Orthodontist
- Health Department
- Local Anti-Drug Coalition
- Police Department
- Fire Department
- City Organizations/Club/Sports
- Running Store