Race Director	Done	Notes
Reserve Lodge		
Schedule Barricades		
Reserve Police & Ambulance		
Schedule Course Marking		
Timing Equipment		
Gun/Horn		
Set-Up		
Clock		
Lead Biker		
Key for Lodge		
Sound System		
Finalize Sponsor listing and create spreadsheet		
Collect sponsor payments		
Supply race Day Cash Box		
Sponsor/Marketing/T-Shirt		
Collect Business logo's		
Media: radio, PSA's, Social media, fliers		
Sponsor Logo's for shirts		
Place orders for shirts (runners & volunteers)		
Create signs for race day		
Volunteer Manager		
Organize race day volunteers/course marshals		
Packet stuffers		
Early Packet pick up volunteers		
Refreshment Manager		
Secure donations for race day food & water		
Pick up items the day before/day of race		
Organize food after the race begins		

Registrations/Timing System/Finish Line		
Receives registration		
Create spreadsheet of participants		
Race Day registrations		
Organizes the finish line with timing system (Manually or chip-timed)		
Goodie Bag/SWAG Bag Manager		
Secure goodie bag donations		
Put goodie bags together		
Distribute at early packet pick up as well as race day pick up		
Safety Coordinator		
How can we make this a safe race?		