

**Complete the NDSU Facility Use Agreement and consider the following:**

Is the 5K an official race or a fundraiser? Fundraisers do not need to have official timekeeping and rules, although most runs do have at least a clock set up at the start and finish line. Official 5K races, which tend to attract more elite runners, need to follow rules from [USA Track & Field \(USATF\)](#).

Pick a date that is at least 4-6 weeks in the future (more if you want to plan a large event or longer race like a 10K). Before selecting your date, check local calendars to make sure there are no major conflicts. Also, if you are planning a longer race, be aware that you want to have it in the cooler time of year as summer heat can be dangerous.

**Routes**

- University, park grounds, city streets, etc.)
- Check for construction/street closings
- Map out and highlight the exact, proposed route
- Complete the course measurement and certification
- Decide how the course miles will be marked
  - Start and finish line banners
  - Course mile markers and arrows
  - Break tape
- Prepare signage for the course and race site
  - Restrooms, registration area, medical assistance, etc.
  - Maintain supplies if extra posters are needed
- Plan where water stations will be located
  - Place at every mile or every 3 miles (consider weather conditions), both sides of the course
  - Provide cups
  - Provide trash receptacles
  - Protective gloves must be supplied and worn by volunteers
- Secure permits from the University or municipal authorities
  - Parking arrangements - signs, parking attendants, etc.
  - Street closures
  - Barricades for intersections
- Ensure electrical hook-up is available

**Security and Medical**

- Notify FM Ambulance of the date, time and route (map)
- Determine if medical assistance stations will be required and where they will be located
  - Qualified staff
  - Isolated tent near the finish line
  - Cots, ice, fluids, blankets, etc.
- Provide Security/Police details at least three to four weeks in advance
- Notify Fire Department of the date, time and route (map)
- Secure money that is collected, and determine who will be in charge
- Secure Certificates of Insurance prior to the event

**Communications**

- Brief all parties (police, course officials, timing officials, etc.)
- Ensure that the PA system, two-way radios, and bullhorns are working

**Registration**

- Determine how people will pre-register/register
  - On-line, on-site, paper forms, etc.
  - Determine entry fee
    - Early, late, special rates, non-refundable, deadlines, etc.
    - Check made to...
    - Entry mailed to...
  - **Liability waivers must be signed** by each participant and volunteer
- Coordinate sign-in process and bib numbering procedures
- Organize registration packet details - pre-race, race day packet pick-up, times

**Volunteer/Organization Members**

- |  |                          |
|--|--------------------------|
| • Assist with on-line and on-site registration | • Hand out water, etc.   |
| • Assist with set-up and take down             | • Hand out awards        |
| • Run course timing and scoring                | • Take photographs/video |
| • Direct runners                               |                          |

**Supplies**

- |  |                                 |  |
|--|---------------------------------|--|
| • Tables, chairs, pens, clipboards, etc. | • Race numbers and safety pins  | • PA system, bullhorns, etc.           |
| • Race timers, stop watches              | • T shirts/other giveaway items | • Portable restrooms need to be rented |
| • Starter whistle - no pistols           | • Cash box/change               | • Trash cans                           |
| • Computer system                        | • Podium for the winners        | • Gloves (S, M, L)                     |

**Financing**

- Budget amounts for all aspects of the 5K. Are the marketing and advertising costs covered by entry fees, or by a grant from a corporate charitable foundation? What percentage of proceeds will go to charity?

Name of Sponsor: \_\_\_\_\_

Name of Race: \_\_\_\_\_

Date of Race: \_\_\_\_\_

Location of Race: \_\_\_\_\_

I know that running and walking in competition is a strenuous and potentially hazardous activity. I understand and assume all risks associated with participating in this event including, but not limited to, falls, contact with other participants, race officials, volunteers, spectators, sponsors or race directors or any of their staff or bystanders, the effects of weather, including snow, ice, rain, heat and/or humidity, traffic, altitude, road and surface conditions, all risks being known and appreciated by me.

Having read this waiver and knowing these facts, and in considering your accepting my entry, I, for myself, my heirs, and anyone entitled to act on my behalf, waive and release the \_\_\_\_\_, the City of Fargo, the State of North Dakota, North Dakota State University, Sponsors, the employees, officers, agents and directors of these organizations, and any other organization or individual associated with this event and representatives and successors before, during and after the event, from all claims or liabilities of any kind, but not limited to death, personal injury or property damage arising out of my participation in the \_\_\_\_\_, even though that liability may arise out of negligence or carelessness on the part of the person named in this waiver.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness prior, during or after the race resulting from my participation in the event.

I grant permission to all the foregoing to use any photographs, motion pictures, recordings or any other record of the event for any legitimate purpose.

Name of Entrant: printed \_\_\_\_\_

\_\_\_\_\_  
Signature of Entrant Date

\_\_\_\_\_  
Signature of Parent if Entrant is under 18 years of age Date