



Recipe for Success

Run/Walk Event

What you will need:

- Race Course/Location
- Volunteers
- Sponsorship from local businesses (see card #3)
- Registration booth
- Refreshments, Water, bananas, oranges etc.
- Table for refreshments throughout course
- Registration forms
- Runner/Walker Numbers
- T-shirts
- Prizes for winners (see card #4)
- Local Authorities (Police Detail on Course)
- Finish Line Timer
- Appropriate Marketing
- Sponsors, Music, DJ, Speakers at finish line (optional)

There are small details that can be crucial to the race success.

✓First, you must pick a location for the race and determine the distance of the race (most common is a 5K course).

✓On the race course, you will want volunteers at the mile markers timing participants. You will need plenty of volunteers as this would also be a good opportunity to offer water for those running/walking.

✓You will need volunteers at:

✓Registration prior to the race ✓Refreshment Tables ✓Mile Markers ✓Finish Line

✓You will also need volunteers to set up/clean up and then to announce the winners.

✓Sponsorship to help make donations and offset potential costs is vital. Many local businesses will be willing to participate. These sponsors can be represented on the t-shirts that are made available to volunteers and pre-registered participants.

✓A registration form should be created. Make sure to have pre-registration available. There are many websites that can service registration i.e. www.racemenu.com. You will need to determine a participant cost for pre-registration and for those that register the day of the event. Pre-registered participants should receive t-shirts.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org or Ryan Kelly at rkelly@alum.bryant.edu



Recipe for Success

Run/Walk Event

Now it is time for RACE DAY!!!

✓You will want your volunteers collecting participant's money and registration forms.

✓You will then want someone announcing the start of the race. Hopefully they will be willing to make all other announcements throughout the race.

✓Once the runners/walkers are off, volunteers should be at their specific locations throughout the course.

✓At the finish line you will want to have a finish line chute, directing the finishers to a certain area. As an option, you can have a large clock presenting the time. There are also options to have the time automatically recorded when finishing with the participants name and number. These items can be found on registration websites like www.racemenu.com or race-wire.com.

✓Once all participants have finished, you will want to have any interested sponsors at the finish line representing their business (i.e. running clothes, shoes, gym memberships, etc.)

✓You will want to have age groups (i.e. 18-24, 25-29, 30-34, etc.) with winners from each age group and overall winners.

✓You should have medals or trophies for top finishers.

There are different touches you can add for your individual run or fun walk!

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org or Ryan Kelly at rkelly@alum.bryant.edu