

# MJHS P.E. Marathon Fun Run

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<b>Planning Points:</b>	<b>By When?</b>	<b>By Who?</b>	<b>Notes or Details:</b>
1. Date, Time, Location, & Cost			
2. Host of the Event			
3. Course & Course Map			
4. Measurement of Course			
5. Flyer/Information <b>AND Invitations</b>			
6. Registration Form			
8. Purpose/Cause			
9. Mileage Markers			
10. Megaphone-PA system			
11. Route Markers			
12. Water & Containers			
Snacks			
13. Tables			
15. Start Signal			
16. Timing Device			
17. Committees/Roles			
18. First Aid/Medical Service			
19. Restrooms			
20. Litter-Bug Picker-Uppers			
21. Bib/Participant Numbers & Pins			
22. Volunteers: see volunteer list outline			
23. Parking			
24. Start & Finish Lines/Markers			
25. Results Sheet & Pens			
26. Run/Walk Groups/Categories			
27. Traffic Control/Watch			
28. Weather Conditions/Cancellations			
29. Sponsors			
30. Photo/Media Equipment			
31. Event Timeline (estimate)			
Finish Line Paperwork			
32. Race Day Checklist			
33. Information/Registration Area			
34. Communication – Cell Phones/Handheld Radios			
14. Prizes			
7. Awards			

**Race Day Checklist on next page.**

### **Race Day Checklist:**

- Pick-up any last minute items (e.g. ice pack for first-aid kit; etc.)
- Checklist
- Aid stations ready
- All race officials present
- All equipment on-site
- Barriers set up
- Course marked
- Finish line recorder and timer set up
- Medical stations and personnel ready
- Mileage markers on course
- PA systems working
- Parking organized
- Photographers in place
- Portable toilets up and working
- Post-race refreshments set up
- Race escorts present
- Registration/Information tables up
- Starting and finish line marked
- Signs, banners, and other promotional items are up
- Timer ready at finish
- Water stations in place

### **Immediately following the Race**

- Tally results and present awards

### **Post Race**

- Clean up course
- Report results to media in a post-run press release
- Return rental equipment including AOA banners**

### **Post-Event Grant Wrap-Up:**

- Pacer Test
- Data Entry: Pre- and Post-Pacer Results in Excel Sheet
- Student Journals and Logs
- Student Surveys
- Teacher Surveys
- Post-event Press Release (if not already in paper, then provide to Daily News, School Board, and for MJHS Parent Letter home).

### **Committees:**