



EVENT DAY CHECKLIST

EVENT ORGANIZER RESOURCES

REGISTRATION AND CHECK-IN

- Set up registration area with signage.
- Ensure registration materials are organized.
- Verify participant identities and USA Cycling licenses and distribute race numbers.
- Print USA Cycling one day license and waivers.
- Print start lists for Officials and Announcer(s)

COURSE SETUP AND MARKING SHAPE

- Place course signage and directional arrows.
- Mark distances and caution areas.
- Verify course markings are visible and consistent.
- Set up timing equipment and synchronize with schedule.
- Test timing system to ensure accuracy.
- Prepare result display area.
- Setup lap cards and bell.

OFFICIALS AND COURSE MARSHALS

- Assign event staff and marshals to key points.
- Ensure officials have necessary equipment.
- Review safety and rule enforcement protocols.
- Establish communication protocols with race announcer, officials, timing and event staff.

MEDICAL SERVICES

- Set up medical area with supplies.
- Confirm medical personnel availability.
- Establish communication with medical staff.
- Print and distribute first report of occurrence forms.

VOLUNTEER COORDINATION

- Assign volunteers to designated roles.
- Provide volunteers with instructions and equipment.
- Verify volunteer shifts and availability.
- Coordinate with security staff.
- Ensure security personnel are aware of their roles.
- Address any security concerns.
- Obtain signed volunteer releases.

SPECTATOR AREAS

- Designate safe spectator zones.
- Set up viewing areas with appropriate barriers.
- Ensure safety and accessibility for spectators.



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COMMUNICATION

- Distribute radios or communication devices.
- Establish communication channels between key personnel.
- Test communication equipment.

PARTICIPANT SUPPORT

- Arrange SAG vehicles or stations.
- Ensure mechanical support is available.
- Mark off and designate neutral support and green zones.

AWARDS, PRIZES AND POST EVENT ACTIVITIES

- Post results in a timely manner.
- Prepare awards area.
- Ensure trophies, medals, or prizes are organized.
- Verify accuracy of award categories.
- Organize post-race celebrations or ceremonies.
- Plan awards presentation.
- Communicate post-event activities schedule.

INCIDENT MANAGEMENT

- Communicate incident reporting protocol.
- Ensure staff is aware of incident response procedures.
- Document any incidents and actions taken.

PARTICIPANT SERVICES

- Set up water stations and restrooms.
- Provide shaded areas for participants and spectators.
- Ensure participant amenities are accessible.

EMERGENCY ACTION PLAN

- Review the Emergency Action Plan with staff.
- Ensure staff knows their roles in emergencies.
- Keep emergency contact numbers accessible.

COMMUNICATION WITH PARTICIPANTS

- Use loudspeakers for real-time updates.
- Share any course or schedule changes.
- Keep participants informed throughout the event.



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PARTICIPANT FEEDBACK

- Prepare feedback collection mechanisms.
- Encourage participants and volunteers to provide feedback.
- Create a post-event survey.

POST-EVENT CLEANUP

- Assign a cleanup crew.
- Collect and properly dispose of waste.
- Leave the event area clean and organized.

REVIEW AND WRAP-UP

- Conduct a post-event debrief with key personnel.
- Review the event's successes and areas for improvement.
- Complete any necessary post-event reports.

Remember to adapt this checklist based on your event's specific needs and requirements. Having a well-organized and comprehensive checklist will help you manage event day tasks efficiently and ensure a successful event.