



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 distribute race numbers.

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.

OFFICIALS AND COURSE MARSHALS

- ☐ Assign officials and marshals to key points.
- ☐ Ensure officials have necessary equipment.
- ☐ Review safety and rule enforcement protocols.

MEDICAL SERVICES

- ☐ Set up medical area with supplies.
- ☐ Confirm medical personnel availability.
- ☐ Establish communication with medical staff.

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.

SPECTATOR AREAS

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

COMMUNICATION

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



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PARTICIPANT SUPPORT

- ☐ Arrange SAG vehicles or stations.
- ☐ Ensure mechanical support is available.

AWARDS AND PRIZES

- ☐ Prepare awards area.
- ☐ Ensure trophies, medals, or prizes are organized.
- ☐ Verify accuracy of award categories.

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.

POST-EVENT ACTIVITIES

- ☐ Organize post-race celebrations or ceremonies.
- ☐ Plan awards presentation.
- ☐ Communicate post-event activities schedule.

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.

PARTICIPANT FEEDBACK

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



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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.