

## HARRC after Dark Race Checklist

*August 26, 2011 7K at 7PM – Harrisburg Riverfront*

1. Permit Application to Harrisburg with Insurance.....Brad, Gary G.
2. Obtain Volunteers, Race day Coordinator.....Brad
3. Port-a-Johns, Medical, Awards.....Brad
4. YMCA: Registration, Awards, Showers, Bullhorn, Crate.....Brad
5. Fees: \$30 Early \$40 Late \$10 HARRC Member Discount.....Brad
6. Design Application/Online App/Registration DB.....JR/Brandon
7. Promotion: Web, Patriot, Facebook, Press Release.....Renee & JR
8. Post Race Publicity: Post Article, Press Release.....Renee & JR
9. Timing.....Jim and Walt
10. Results.....Hap and Kelly
11. Measure Course, Mark Turnaround .....Park Barner
12. Awards: Select and Obtain.....Chris Gipe
13. Distribute Applications.....Frank Crupi
14. Packet Preparation.....Carol Varano
15. Signs, Banners, Electricity, Police, Rangers.....Not Needed
16. Write Article about race .....Ed Reiner
17. Registration and Packet Pickup (Day before race).....Mary Lou Harris

**We still need help with the following items: E-mail Brad Colwell [bradc262@comcast.net](mailto:bradc262@comcast.net) to volunteer.**

18. Find Sponsors (anyone – multiple people)
19. T-Shirts: Design, Order and bring to packet preparation
20. Solicit Restaurant Discount Coupons (anyone – multiple people)
21. Supplies: Bibs, Pins, Bags, Pens, Pencils, Clipboards (Acquire – Coordinate)
22. Applications mail to person: Enter them in online Database
23. Registration and Packet Pickup (Race Day Coordinator)
24. Water/Drinks, Tables, Cups, Trash Bins (Acquire – Coordinate)
25. Food: Post Race: Bananas, Bagels, Napkins, Utensils (Acquire – Coordinate)
26. Monitor Coordinator
27. Helper for one day (Several people needed for each item)
  - Packet Preparation .....Patti Parker
  - Registration: Day before Race.....Mary Lou Harris, Renee Bailey,
  - Registration: Race day
  - Course Monitors
  - Water Tables
  - Food Tables
  - Finish Line (Tag Tearing, Time and Tag runner, Database Keying)

Frank Crupi, Brandon Parks