



RHODY RUN: 5K Planning Guide

web.uri.edu/campusrec/5k

THINGS TO CONSIDER

- Reserving the Course/Dates and Times
- Fun Run or Certified Timed Run
- [Rhody's Run: Certified 5K Course](#)
- [20 Volunteers for Route Marking](#)
- Traffic Concerns
- Security
- Registration
- Water stops
- Food, Fun, DJ
- Restroom facilities
- Tee Shirts
- [Participant Waiver](#)
- Costs/Sponsorships
- Strategies for Advertising/Marketing and Fundraising
- Cancellations
- URI EMS
- Post-Race
- Contacts

Reserving the Course/Dates and Times

- Register your event with the Student Event Advising Office at least 4 weeks in advance at <http://www.mu.uri.edu/involvement/eventreg.html>
- Please be sure to have several dates and times in mind in the event that the Quad is already reserved.
- Make sure to look at other known university events (football games, Admissions days, Ryan Center events, etc.)
- Popular days are Saturdays and Sundays along with the start times of 9 a.m., 10 a.m., and 11 a.m. Typically, a Run/Walk with 300 participants will take 90 minutes for all guests to complete the course.

Fun Run or Certified Timed Run

- You have the option of running a fun run that is not timed where registration and awards are given out in a casual style.
- Timed certified runs can attract a larger audience, but can be more costly. Typically agencies may charge anywhere from \$500 - \$1,500 to officially time the race. Once such agency is Spitler at <http://spitlerracesystems.com>. These agencies include online registration along with finish line management services, such as an inflatable finish line arch and electronic bib tag timing.

Rhody's Run: Certified 5K Route

- We have one certified 5K route that you are allowed to run your races along
- Roads where the route travels will generally not be closed from traffic
- Campus Police will be able to assist in traffic needs and intersections along the route
- Route runs from Quad, down to the Ryan Center, and loops back towards Davis Hall ([attached](#) is a map of the certified route)

20 Volunteers for Route Marking

- The Student Event Advising Office has [URI branded directional signs](#) to mark where certain corners and intersections are along the route.
- 20 volunteers are needed to manage the safety of the runners. Follow [this link](#) for monitor assignments and stations.
- Student organizations that mark routes in any manner that causes damage or defaces university property could result in disciplinary action.
- Responsible for the safe return of the 22 signs. *Lost signs will be billed at \$30.00 each.*

Traffic Concerns

- Sidewalks will be available along the route for runners
- Campus streets will not be closed for your race
- Campus Police will be able to help out with traffic concerns for vehicles traveling along the road
- Make sure to position volunteers at key corners throughout the route to help with traffic flow of runners

Security

- Depending upon the amount of participants you expect to participate in your race you will need to notify Campus Police and set up security measures if needed
- If money will be collected for your race, make sure to secure a cash box from the Student Senate Accounts Office (Memorial Union, room 211) and have someone reliable collect the money from the participants

Registration

- Will you have pre-registration or registration at the race? Or both?
- You will need to make sure all participants fill out the [Participant Waiver](#) in order to run your race
- Fun runs can utilize Eventbrite.com for registration or active.com for certified timed 5K's

Water Stops

- Are you providing water stops along your race for your participants?
- If so, you will need to reserve tables and trash bins from Facilities at (401) 874-4060
- You will also need to mark out where you will be having your water stops along the route and where the trash bins will be conveniently placed so the participants can throw their empty cups away
- Make sure to get the right amount of cups and water for the number of participants who will be running
- Mile-marker 2 has been a popular area for water stops as well as the finish line

Food

- Are you providing food for your participants either before/after/throughout your race?
- If so, you will need to reserve tables and trash bins from Facilities at (401) 874-4060
- You will also need to mark out where you will be having your food (near registration table, at end of race, etc.)
- Make sure to get the right amount of food for the number of participants who will be running
- Oranges, bananas, granola bars, and water are very popular
- Having a DJ at the finish line to play music and announce the top winners is always encouraged. Activities, sponsors, or random drawings for participants to win prizes can also increase the overall fun for the day.

Restroom Facilities

- There will be a nearby restroom facility located in Edwards Hall and Memorial Union for the beginning and ending of your race
- If you believe you will need more than one area of restrooms, depending upon the number of participants, then you will need to contact a rental agency to set portable restroom facilities

Tee Shirts

- Are you going to be giving out tee shirts at your race and/or selling for fundraising?
- Make sure you order enough tee shirts for the participants as well as guests
- You can contact local businesses to sponsor the tee shirts. Please be sure to include their logo on the tee shirt.
- You could also contact the URI Bookstore or University Spirit to see if you are able to purchase in bulk
- It's popular to give out tee shirts to perhaps the first 150 guests who register for the event. This can encourage early registration and proper tee shirt ordering.

Participant Waiver

- Make sure all the participants sign the [Participant Waiver](#) before running in your race
- The waiver forms can be found online at <http://web.uri.edu/campusrec/5k/>
- If a participant does not fill out a waiver form, they will not be able to participate in your race

Cost

- You will want to make sure you budget for your race
- You will need to take into consideration tee shirts, food, water, cups, [table rentals](#), Campus Police, sound equipment, performer, electricity at the Quad, portable restrooms, tents, etc.
- You will need to contact the Student Senate Accounts Office to make sure you have enough money in your budget or if you have your own budget make sure to check into that as well
- You can also co-sponsor with another student organization or group to cover costs
- Contingency grant-8 weeks
- You can contact local businesses to sponsor any costs. Please be sure to include their logo on the tee shirt and in any advertising.

Strategies for Advertising/Marketing and Fundraising

- All advertising must be approved by the Student Event Advising Office
- Suggestions on advertising:
 - Flyers, banners & yard signs on campus, social media (Twitter, Facebook, Instagram, Blogs), URI campus-wide calendar (events.uri.edu), Memorial Union Digital Wall (<http://mu.uri.edu/digital.html>), sidewalk chalk, Good 5 Cent Cigar, WRIU, novelty items, Residence Hall TV's, Memorial Union Promo Booth
- Active.com for certified timed races
- Contact your particular charity for their outreach options
- Announcements through Student Senate President Meetings

Cancellations

- If your organization decided to cancel or postpone your race due to weather or other issues, please provide as much notice as possible to the Student Event Advising Office, Scheduling Office, and Campus Police
- We will work with you to see if there are any alternative dates that we could potentially schedule for your race

POST RACE

- Write thank you notes to sponsors, volunteers, contributors, etc.
- Post-race evaluation meeting with the organizing committee
- Post-race event evaluation link located on the Student Event Advising Office website: <http://www.mu.uri.edu/involvement/sea.html?mu=1>
- Pay outstanding bills

URI EMS

- URI EMS functions as a medical services support unit for the University of Rhode Island
- They will be able to offer first aid services as well as emergency medical services
- You will need to get in contact with them in order to schedule their services for your race <http://www.uri.edu/ems/documents/Form%20103%20Detail%20Request.pdf>

CONTACTS

- Student Event Advising (SEA) Office (401) 874-2220 sea@etal.uri.edu
- Events Services Office (401) 874-2214 sdavis@uri.edu
- Campus Police: Captain Carey (401) 874-5414 mootumble@uri.edu
- URI EMS (401) 874-5255 uriems@etal.uri.edu
- Facilities Lands & Grounds (401) 874-5468 property1@etal.uri.edu

5K TEAM LEAD EVENT CHECKLIST

Student Event Advising Office
Memorial Union, Student Involvement
(some items may not be applicable to your event)

Race Director

- Pre-Race
 - Obtain Authorization from the SEA Office
 - Obtain participant waiver forms
 - Prepare briefings for volunteers
 - Plan mandatory volunteering meeting
 - Distribute t-shirts and official identification
- Race Day
 - Show up
 - Don't get frustrated
 - Smile =)
- Post-Race
 - Write thank you notes to sponsors, volunteers, contributors, etc.
 - Post-race evaluation meeting with the organizing committee
 - Post-race event evaluation link located on the Student Event Advising Office's website
 - Pay outstanding bills

Design Team Lead

- Pre-Race
 - Design media/sponsor information kit
 - Design registration form
 - Design t-shirts
 - Design race day info sheet
 - Medical/weather information
 - Timing/starting lineup information
 - Course map with mile markers and aid stations
 - Clothing/check in
 - Results posting

Registration Team Lead

- Pre-Race
 - File entry forms in alphabetical order
 - Deposit entry fees
 - Arrange packet pick up
 - Assemble packets
 - Plan race day registration table
- Race Day
 - Set up pre-registered runners table
 - List of pre-registered runners
 - Number pick up/pins
 - T-shirt/packet pick up
 - Set up race day registration runners table
 - Entry forms/pens, pencils/office supplies
 - Race numbers/pins
 - Cash box/change
 - Set up trouble/questions table
- Post-Race
 - Post-race mailing to participants

Publicity/Promotions Team Lead

- Pre-Race
 - Set up Facebook, Twitter, Instagram etc. events
 - Set up flyer on events.uri.edu and log-in with your ecampus account
 - Connect with local running organizations for listing and advertising
 - Distribute race registration forms to running clubs, gyms, sports-related stores, etc.
 - Work with as many local vendors as possible
 - Order t-shirts
 - Book race photographer
 - Provide a photo shot list
- Race day
 - Brief race photographer
 - Set up press area
 - Tables/chairs/signage
 - Electrical outlets

- Race information printed off
- Post-Race
 - Distribute race stories/photo to press
 - Press release with results

Sponsors & Donations Team Lead

- Pre-Race
 - Draft/Sponsor/Donation letters
 - Draft sponsor levels of document with incentives
 - Obtain artwork (sponsor logos) for t-shirts
- Post-Race
 - Write thank you notes to sponsors
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Timing & Scoring Team Lead

- Pre-Race
 - Obtain quotes for timing services, work with race director to sign contract
 - Prepare signage for course
 - Obtain race numbers and safety pins
- Race Day
 - Place mile markers and directional arrows (volunteers)
 - Brief start and finish officials
 - Brief official starter
 - Set up starting area
 - Pace/seeding signs
 - Digital clock
 - Chronomix times
 - Computer systems
 - Recording sheets, clipboards, pencils, other office supplies
 - Tables/chairs
 - Electrical power hook up

Medical Team Lead

- Pre-Race
 - Draft medical plan for race day
 - Notify URI EMS: uriems@uriems.org (401) 874-5255
- Race Day
 - Set up medical area
 - Isolated covered area near finish line

Aid Stations Team Lead

- Pre-Race
 - Recruit volunteers to maintain aid stations
 - Determine locations and number of aid stations needed
 - Calculate how many supplies are needed based on the number of participants
- Race Day
 - Set up aid stations
 - Water/sports drink
 - Cups
 - Pitchers/coolers
 - Tables
 - Barrels/trash bags
 - Rakes (for clean-up)
 - Oversee aid station volunteers
 - Oversee aid stations clean up

Course Security/ Communication Team Lead

- Pre-Race
 - Contact Campus Police: Captain Carey mootumble@uri.edu (401) 874-5414
- Race Day
 - Brief Campus Police
 - Set up communication equipment

Results Posting & Distribution Team Lead

- Race Day
 - Results area functioning
 - Isolated area close to finish line
 - Tables/chairs
 - Electric power hook up
 - Laptop/printer
 - Copy machine
 - Pre-printed awards/results sheets

Awards Team Lead

- Pre-Race
 - Order awards
 - Work with Donations Team Lead to obtain prizes
 - Arrange an MC
- Race day
 - Set up awards area
 - Table/chairs
 - Podium
 - PA system
 - Awards display are with awards arranged in order of distribution
 - Results posting board/area

Refreshments Team Lead

- Pre-Race
 - Connect with local organizations or restaurants to provide breakfast
 - Check with what they need: electricity, tents, etc.
 - Organize volunteers to serve and clean up breakfast
- Race Day
 - Set up refreshments area
 - Tables
 - Ice
 - Knives, forks, spoons, napkins
 - Trash barrels/bags
 - Set up coffee/refreshments in volunteer/officials area

Volunteer/ Set up Team Lead

- Pre-Race
 - Recruit volunteers for set-up/race/breakdown
- Race Day
 - Set up volunteer/official area
 - Tables/chairs
 - T-shirt/official identifications
 - Set up start/finish banners
 - Set up PA system
- Post-Race
 - Cleanup