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| TIMING |
|  |
| Race Bibs, pins, and timing tag |
| Setup online database |
| Bib preparation for packet pickup |
| Results reporting & posting |
| Reimbursable Travel |
| Race Course Measurement/Certification |
| Sound System (Small) |
| Inflatable Structures |
|  |
| LIABILITY INSURANCE AND / OR SANCTIONING |
| Insurance. USATF offers this with sanctioning |
| STAFFING |
| Ambulance |
| Police |
| Volunteers |
| MARKETING |
| Location for early shirt / bib pickup race week |
| Website |
| Email Marketing |
| Brochure printing |
| Brochure distribution |
| Ads in publications |
| List on local online race calendars |
| GIVE AWAYS |
| T-shirts (with 10% buffer) |
| Trophies/awards |
| RENTALS AND SITE SET UP |
| Runner cones / barricades |
| Tables/Tents |
| Portable toilets, Trash Boxes |
| Water Station Materials |
| Announcer |
| Ice |
| Cups |
| Finish Line Refreshments |
| VENUE AND COURSE (MORE) |
| Special Events Permit |
| Venue Rental Fee? |
| Runner/Walker City Fee |
| Traffic Control and Barricades |
| Stage |
| Fencing |
| Water Access |
| Electricity Access |
| Parking Access |
| Food Permits? |
| Dumpster |
| Signage |
| Radio Rentals |