

Planning Your Runs

Need List for Runs

- ✓ Change for sign-up gate
- ✓ Change for food and other miscellaneous sales
- ✓ Release forms if necessary
- ✓ Maps and directions for routes
- ✓ Cards and bags for all stops
- ✓ Plenty of pens
- ✓ Extra paper
- ✓ Tables and chairs
- ✓ Gifts and prizes
- ✓ Clipboards
- ✓ Supplies for end of run such as 50/50 tickets etc.
- ✓ All supplies needed for games or other special events at end of run.

SPECIAL NOTES

Make sure you get all your supplies a week before the run. Do not expect to get the stuff the day of the run. You could be in for disappoint and last minute chaos.

People for check points must have their own way to get to and from their check points. Make sure that they come early so that you know they are there and ready to assume their duties.

Let people who are assigned to their jobs do them. You decide what you will do and assign others to any other problems that might arise. Don't be afraid to call on your officers for help. We are all a team working together for the same cause. Ego should not enter into any event.

Don't get wasted out of your mind the night before. It just makes for a long miserable day.

DO NOT get wasted out of your mind during the day of the run. You are handling money, dealing with the public and should present a professional appearance.

Never leave your start or your check points early, wait ten minutes. There are always a few who are late and we need their support too.

Flyer Information

Please follow the "who, what, why, where and when" rule.

- Price
- Date and time

- Location
- Type of event (poker run, cookout, party etc.)
- Prizes to be given away (trophies, money etc.)
- Food and drink availability
- Who is putting on the event
- Specific information pertaining to the event (such as Second Annual etc.)
- Map or location (starting point and ending point etc.)
- Phone number for more information

Flyers should be ready 90 days before an event.

Try to do a professional flyer, not a rush job and definitely not handwritten

Remember, this is the first impression of your event!

Hints on Runs

Have your check points close at certain times and post these times on the maps. This will let the people working on the check points know when they can leave and also the people on the run can't complain if they don't get there on time.

Run your events rain or shine.

Be prepared for anything....if it can go wrong.....it will