

Princeton A. C. Track inventory p. 1/2
 How many people are we preparing for?

Unique items, special for the day, or last minute

Prizes	
Ice, cooler	
Camera	
Pre-entry list	
Pre-paid items list	
Volunteer list and assignments	
Race plan and time table	
Smart phone & credit card swiper (x 2)	
Cash box	

Prizes – consider points in a series and overall prizes or prizes for featured event. Maybe ribbons for the kids.

Set-up at Start / Finish

Water jug, 5 gallon x 2	
Cups, 400+	
Plastic grocery bags (for trash)	
Delineator posts – 4 in reserve	
Pennant flags or flagging tape – in reserve	
Folding table – banquet size – for water jug	
Folding table – small – for laptop at finish line	
Small cones for curb	
Trash bags	

Set-up: small cones for curb and break lines.

Registration: sign waiver, pay entry fee, get bib.

Turn in heat cards: one per individual event start, one per relay team.
 Hold relay entries open later than individual entries.

For each event: gather event cards, sort by estimated time or age groups or both. Divide into heats. If there are many children, try to put close ages together, especially events up to two laps. Try to avoid people getting lapped.

Allow the broadest participation consistent with managing an efficient meet.

Bright lines: Age 5-6, half mile. Age 7-8, mile. Age 9-10, two miles. Children should not enter events longer than this. Few will attempt longer than half these distances. Some seven year olds can complete a 5K running along side a parent; the point of the timed and recorded track events is to complete them *independently*.

Running the event. Clerk prepares start register, or selects a bundle of heat cards. That group is announced as next on the track or on hold. Group announced as on the track, clerk brings them to start. Clerk turns over start register to start line. Starter instructs athletes. Timing/scoring crew ready. Start. At finish, complete score sheet. Return score sheet to clerk.

Completing score sheet. For events in lanes, athletes remain in lanes until bib is recorded and dismissed. For events not in lanes, score keeper may record numbers as athletes finish. Easy method is to hand out place cards and instruct athletes to remain until card is collected and bib recorded on score sheet. Use select time for larger fields.

Princeton A. C. Track inventory p. 2/2
 How many people are we preparing for?

Registration

Clip boards – about 10	
Registration captain's instructions	
Marshal's instructions	
Event cards – individual and relay	
– enough cards for every start	
Bib numbers – 200+	
Pins – 800+	
Sign in printed with waiver – 40 sheets x 10 lines	
Start register – one per heat or two heats	
Entry forms	
PAC membership forms	
Other PAC race fliers / entry forms	
Future volunteer solicitation	
T-shirts, for distribution	
Pens – for sign in	
Pencils OK for event cards.	

Also at registration: cash box, smart phone & credit card swiper
 2 x smart phone & credit card swiper is nice.

Field events – as needed depending on events

Measuring tapes	
Sector layout (cones, chalk)	
Rake, broom, shovel	

Race live!

First aid kit	
Clip board – i.e. race director's brain	
Select time paper – waterproof – only use in rain	
Printing watch x 2	
Printer paper – always a full extra roll, prefer 2	
Laptop – optional w/ pair of printing watches	
– third timing device	
– for sprints, 12 simple stopwatches	
– for sprints, 2 x red / white flags	
– for relays, batons, 4 x flags for 4x100	
Large clear plastic bags – rain coverage for laptop	
1 gallon + ziploc bag – rain coverage for timer	
Bull horn	
Air horn	
Bike pump (for air horn refill)	
Batteries – bull horn and watch take AA's	
Stapler and staples	
Select time sheets – may want for distance events	
Score sheets – one per heat or two heats	
– plus score sheets for multi heat events	
Whistle (also siren on bull horn)	
Place cards – distributed and recollected immediately	
Pens and Pencils (with points!)	
Walkie Talkies (not required, nice to have)	

