

<b>Papers to have in small quantities – keep a reserve copy in a safe place</b>	<b>Qty</b>	<b>Check</b>
4010 This document index	2	
4060 Inventory	2	
4020 Time table – race director, registration, start / finish area, and reserve copies	5	
4040 Volunteer arrival times	3	
4070 Registration instructions – specific	5	
1020 Registration instructions - general	5	
4080 Course set-up	5	
4090 Friends and IAS set-up	5	
4080 side 2 Marshal Instructions – event specific	8	
4100 Starter instructions – specific	3	
1010 side 2 Starter instructions – general	3	
Mile split preparation	3	
1040 Electronic gizmo checklist	3	
1030 Finish line instructions	10	
4200 Refreshment Quantities	3	
1030 side 2 Scoring instructions	5	
3080 Scoreboard template	2	
* permission letters – race director, registration, reserve	3	
* insurance certificate	3	

<b>Signage for Set-up</b>	<b>Qty</b>	<b>Check</b>
Bathrooms / Please use Bootbrush	3	
Bathrooms this way	3	
Bathroom	3	
Sold out	3	
Lot Full	3	

<b>Registration database lists</b> – active.com download, save to spreadsheet, sort as needed by category / name / item		
(available race morning)	<b>Qty</b>	<b>Check</b>
Preregistered volunteer list – “custom report”	3	
Preregistered participant list – appended to above	–	–
T-shirt purchase list – included with above	–	–
PAC membership list – active.com check-in list for membership	3	

Preregistered volunteer list, participant list, and T-shirt list should be prepared so one copy is a the sign-in sheet, one copy is the start register, and one copy is kept in a safe place in case something happens to the other copies. In the usual case, sign-in sheets 4500 and 4510 below are not expected to be used.

<b>Papers to have in larger quantities / papers to be completed – event specific</b>	<b>Qty</b>	<b>Check</b>	
4500 Sign-in sheet – volunteers – 15 lines each	3		
4510 Sign-in sheet – preregistered – 15 lines ea.	15		
4520 Sign-in sheet – general – 10 lines each	15		
4530 Parking directions – quarter sheets	25 x 4		
Course map	100		
Event information sheet	40		
4110 Awards sheet	5		
Promotional material of the day	200		
Registration sheet of the day	100		

<b>Papers to have in larger quantities – non-specific for event</b>	<b>Qty</b>	<b>Check</b>	
3020 Start register – 20 lines each	15		
3030 Select time sheet – 20 lines each	20		
3040 Score sheet – 20 lines each	15		
3070 Rules sheet – half sheets	75 x 2		
PAC membership information	75		