

Princeton A. C. Institute Woods inventory p. 1/2 – 200 participant limit – updated 2015-Nov-13

Set up course

Flagging tape – 6 rolls (expect to need 3)	
Spray chalk – 4 cans (expect to need 3)	
– consider +2 cans of opposite color (orange v. white) for hazards, e.g. tree limbs.	
Stakes – 2 1x2's	
Hammer	
Line marker	
Water jug, 5 gallon	
Folding table for water stop	
Cups, 200 – it's near base for resupply	
Plastic grocery bags (for trash)	

Unique items, special for the day, or last minute

Refreshments (bagels, etc.)	
Coffee (3 qts for early crew if desired)	
Prizes – books, pick up Pacers gift cards	
Camera	
Ice, cooler	
Pre-entry list	
Pre-paid items list (T-shirts)	
Volunteer list and assignments	
Cash box	
Race plan and time table	

Set-up at Start / Finish

Delineator posts (plastic w/base) – 8 (use for finish chute, if trail is hard)	
Pennant flags – 6 strands (expect to need 4)	
Flagging tape	
Hammer	
Spray chalk – 1 can (and always have a spare!)	
Flagging tape – 1 roll (a few roll ends enough)	
Line marker	
Bulletin board – for pull tags	
Might need 3 boards for full house of 200	
Clip boards – from registration	
Start register – from registration	
Display clock and tripod	
Clear plastic yard bag – clock rain coverage	

Registration

Tables x 2 – check availability on site	
Water jug	
Cups – 400 (together with water station, total cups: 600 to 700)	
Laptop (x 2 is nice)	
Credit card reader (“square”) x 2	
Smart phone (to use with card reader) x 2	
Wi-fi hot spot – or check availability on site	
Clip boards – 2 or more (we have ~ 10)	
Registration captain's instructions	
Marshal's instructions	
Course maps	
Bib numbers – 225	
Pins – 900+	
Sign in printed with waiver – 40 sheets x 10 lines	
Start register – 20 sheets x 20 lines	
PAC membership forms	
Other PAC race fliers / entry forms	
Future volunteer solicitation	
T-shirts, for distribution	
Pens – there are NO pencils at registration	
Yellow caution tape – can substitute flagging	

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	
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	
Staplers and staples – put tags on bulletin board	
Select time sheets – 20 sheets x 20 lines	
Score sheets – 20 sheets x 20 lines	
Whistle (also siren on bull horn)	
Tag stringers – at least 2, we have 6	
– record place on tag BEFORE removing from stringer.	
Place cards – 225+ – alternative to pulling tags	
Pencils (with points!)	
Pens	
Box to collect place cards (clear plastic)	
Walkie Talkies (not required, nice to have)	