\* Starred items may not be needed or may be less applicable for
      noncompetitive run
      place-only event with no recorded times

| Papers to have in small quantities – keep a reserve copy in a safe place | Qty | Check |
|---|---|---|
| 6010 - This document index | 2 | |
| 6020 - Inventory | 2 | |
| 6030 - Time table – race director, registration, start/finish, reserve copies | 5 | |
| [6030 - Volunteer arrival times] | – | |
| 6040 - Specific registration instructions | 5 | |
| 1020 - Registration instructions - general | 5 | |
| 6050 - Course set-up | 5 | |
| 6060 - Marshal Instructions * | 8 | |
| [6070] - Starter instructions – specific | 3 | |
| 1010 - Starter instructions – general | 3 | |
| 1040 - Electronic gizmo checklist | 3 | |
| 1030 - Finish line instructions * | 10 | |
| 1030 - Scoring instructions * | 5 | |
| 3080 - Scoreboard template * | 2 | |
| Permit – race director, registration, reserve | 3 | |
| Insurance certificate | 3 | |

| Registration database lists – active.com download, save to spreadsheet, sort as needed by category / name / item | | |
|---|---|---|
| (available race morning) | Qty | Check |
| Preregistered volunteer sign-in | 3 | |
| Preregistered participant sign-in | 3 | |
| – one copy of sign-in on different color paper or otherwise easily distinguished | | |
| PAC membership list – active.com check-in list for membership | 3 | |

| Papers to have in larger quantities / papers to be completed – event specific | Qty | Check |
|---|---|---|
| Sign-in sheet – volunteers – 15 lines each | 3 | |
| Sign-in sheet – preregistered – 15 lines ea. | 15 | |
| 3000 - Sign-in sheet – general – 10 lines each | 15 | |
| [6080] - Course map | 100 | |
| [6080] -Event information sheet | 40 | |
| Awards sheet * | 5 | |
| Promotion sheet of the day | 150 | |
| Registration sheet of the day | 100 | |

| Non-specific papers | Qty | Check |
|---|---|---|
| 3020 - Start register – 20 lines each * | 15 | |
| 3040 - Score Sheet – 20 lines each * | 15 | |
| 3030 - Select time sheet – 20 lines each * | 20 | |
| 3070 - Rules sheet – half sheets * | 75 x 2 | |
| PAC membership information | 75 | |