

Princeton A. C. Mountain Lakes inventory p. 1/2 – up to 200 participants – updated 2015-March-15

Not all required for noncompetitive or place-only event.

Set up course

Flagging tape – 6 rolls (expect to need 3)	
Spray chalk – 5 cans (expect to need 3)	
– consider +2 cans of opposite color (orange v. white) for hazards, e.g. tree limbs.	
Line marker – long wand or short sprayer	
Plastic grocery bags (for trash)	

Unique items, special for the day, or last minute

Refreshments (bagels, etc.)	
Coffee (2 qts for early crew if desired)	
Prizes	
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

Stakes 2 x 4' x 1" x 2" as length standard / straightedge	
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	
Water jug near start for multilap event	
Cups, 200	
Plastic grocery bags (for trash)	

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Registration

Tables x 2 – check availability on site	
Water jug	
Cups – 400 (together with start line 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	

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)	