

Papers to have in small quantities – keep a reserve copy in a safe place	Qty	Check
4010 This document index	2	
4060 Inventory - 2024	2	
4020 Time table – race director, registration, start / finish area, and reserve copies	5	
4040 Woods crew timetable - 2024	2	
4041 Woods crew record - 2024	2	
1020 Sign-in instructions – general - 2024	5	
4080 Course set-up	5	
4090 Friends and IAS set-up	5	
4080 side 2 Marshal Instructions	8	
Specific pre-race announcements & starter	3	
1010 side 1 marshal instructions –general	3	
1010 side 2 Starter instructions – general	3	
1060 checkpoint record and course sweep	5	
1040 Electronic gizmo checklist - 2024	3	
4200 Refreshment Quantities	3	
* permission letters		electronic
* insurance certificate		electronic
* noise permit (to use amplifier)		electronic

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

Registration database lists –		
	Qty	Check
Preregistered crew list – “custom report”	3	
Preregistered participant list by bib number	3	
T-shirt purchase list – included with above	–	
Participant list by alpha	2	

Preregistered crew list, participant list should be prepared so one copy is a the sign-in sheet, one copy is for registration captain, and one copy is kept in a safe place in case something happens to the other copies. Participant list by alpha is for convenient posting.

Papers to have in larger quantities / papers to be completed – event specific	Qty	Check	
4530 Parking directions – quarter sheets	25 x 4		
Course map	40		
Event information sheet	40		
3050 – Awards sheet - 2024	5		
Promotional material of the day	200		2x3 cards
Registration sheet of the day	30		

Papers to have in larger quantities – non-specific for event	Qty	Check	
3030 Select time sheet – 20 lines each	5		
3070 Rules sheet – half sheets	75 x 2		crate
PAC membership information	75		crate

Volunteer certification, N/A