5K Planning Resource

This document is intended as a guide to assist with planning a 5K event on Xavier University’s campus. Best practice is to allow at least 3 months planning time for this type of event.

Pre-planning
- Confirm that sponsoring group is a recognized Xavier University office, department or student organization
- Select preferred date and time for race
- Identify alternative dates. Multiple races / major events are not allowed on the same day
- Ensure preferred date does not conflict with other campus events, check calendars and confirm availability with:
  - Office of Student Involvement – GSC 210
  - Cintas Center
  - Bellarmine Chapel
  - City of Norwood, if 5K route will include Norwood neighborhood
- ***See table under “Event Form Submission” for contact information***

Advisor
- Student organization advisor must be present during the entirety of the event

5K Route
- Select preferred University route or customize a route to fit the needs of your race
- Consider that some routes may need to be altered to accommodate other scheduled events, road construction, or campus improvements
- Ensure route has sidewalks available for walkers / runners
- Limit the number of intersections that would pose traffic concerns
- Determine official start and finish lines
- Identify appropriate cone / barricade placement along route
- Schedule meeting with Lt. William Smith, XUPD at 513-745-2000 to review route and obtain approval
- If route includes Norwood neighborhood, work with Campus Police to coordinate a meeting with event chairperson, advisor, XUPD and Norwood Police Department (513-458-4520) to discuss the following:
  - Date, time and event details
  - Number of duty officers required, placement of officers and roles
  - Ensure cost to use Norwood police officers can be absorbed by event budget
  - Road closures during participant crossing at intersections
  - Obtain City of Norwood Event Permit (allow 4-6 weeks for review and processing of request)

Event Form Submission (Forms available on the Student Involvement website at Xavier.edu/involvement under Forms)
- Outdoor Event / Outdoor Space Reservation Form: Attach a .pdf file with the approved 5K route
- Fundraising Permit Form: This form is required for collection of money for event costs or charity donation.
- Cintas Request Form: This form reserves the plaza area on the north side of Cintas, near D’Artagnan
- Physical Plant Event Setup Form: If supplies / equipment is needed from Physical Plant, complete a Physical Plant Event Setup Form and forward the completed form to plant@xavier.edu or deliver to Physical Plant office located in the Alumni Building. Form can be found on Student Involvement website xavier.edu\involvement under Forms.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Approval Representative</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>North, South Xavier Yard</td>
<td>Debbie Romanello</td>
<td>X3004</td>
<td><a href="mailto:romanellod@xavier.edu">romanellod@xavier.edu</a></td>
</tr>
<tr>
<td>Academic Mall</td>
<td>Debbie Romanello</td>
<td>X3004</td>
<td><a href="mailto:romanellod@xavier.edu">romanellod@xavier.edu</a></td>
</tr>
<tr>
<td>Bellarmine Chapel</td>
<td>Liz Keuffer, Kathy Kohl</td>
<td>X3398</td>
<td><a href="mailto:keuffer@xavier.edu">keuffer@xavier.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>X3376</td>
<td><a href="mailto:kohlp@xavier.edu">kohlp@xavier.edu</a></td>
</tr>
<tr>
<td>Cintas Center</td>
<td>Grace Sweeney</td>
<td>X3428</td>
<td><a href="mailto:sweeneyg@xavier.edu">sweeneyg@xavier.edu</a></td>
</tr>
<tr>
<td>Cleneay Avenue</td>
<td>Lt. Smith, Campus Police</td>
<td>X2000</td>
<td><a href="mailto:smithwn@xavier.edu">smithwn@xavier.edu</a></td>
</tr>
<tr>
<td>Norwood Neighborhood</td>
<td>Lt. Smith, Campus Police</td>
<td>X2000</td>
<td><a href="mailto:smithwn@xavier.edu">smithwn@xavier.edu</a></td>
</tr>
<tr>
<td>O’Connor Parking Lot</td>
<td>Leslie Dulle, Recreational Sports</td>
<td>X2090</td>
<td><a href="mailto:dulle@xavier.edu">dulle@xavier.edu</a></td>
</tr>
<tr>
<td>O’Connor Sports Fields</td>
<td>Glenn Arnold, Recreational Sports</td>
<td>X3671</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
</tr>
<tr>
<td>Intramural Fields/Courts</td>
<td>Glenn Arnold, Recreational Sports</td>
<td>X3671</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
</tr>
<tr>
<td>Gallagher Concourse</td>
<td>Chris Marshall, Gallagher Student Center</td>
<td>X3205</td>
<td><a href="mailto:Marshalic5@xavier.edu">Marshalic5@xavier.edu</a></td>
</tr>
</tbody>
</table>

Logistics Planning
- Identify event planning committee
- Arrange event planning meetings to discuss event logistics
- Determine funding for event and establish event budget
- Determine if race is to be a sanctioned or non-sanctioned event
  - Sanctioned – course route has been measured and the distance is certified as accurate
  - Non-sanctioned – course distance is approximate
Determine if runners will need bibs and / or time monitors
Determine ceremony elements
- Select awards / medals for race winners
- Identify ceremony host
- Create ceremony script for presentation of awards
Determine the need for amplified sound or music
- Reserve liberty system with Gallagher Student Center Welcome Desk to play music
- Reserve a megaphone from XUPD for use at event; contact Lt. Smith/XUPD for reservation
Determine need for radios for event staff; contact Lt. Smith/XUPD for reservation
Identify or contract with an event photographer
Discuss rain / inclement weather plans

Restroom Facilities
- Identify restroom facilities for participants
- Obtain approval for the use of restroom facilities
- Ensure access to facilities day of event along entire route
- Consider rental of portable restrooms depending on size and needs of event

Security / Safety
- Schedule a meeting with XUPD to discuss security requirements and XUPD involvement
- Discuss plan for on duty officers, a medic and/ or squad
- Identify first responders and response plan, review with XUPD
- Determine best location for medical tent

Participants
- Estimate the number of participants you expect
- Determine if participants will be Xavier only or both Xavier and non-Xavier
- Contact Mary Beth Townsley, Risk Management (513-745-2090) to schedule a meeting to review risks associated with the event and to identify proper waivers required for each event participant:
  - Xavier student waiver
  - University faculty / staff member
  - Non-Xavier individual
  - Under 18
- Identify parking options for participants
- Inform XUPD of parking requirements and ensure no ticketing during event
- Determine plan for communicating event rules to participants
- Communicate that Xavier University is not responsible for personal belongings

Registration
- Determine participant registration fee based upon established budget
- Pre-Registration
  - Determine if pre-registration will be an option
  - Establish a plan for pre-registration
  - Determine cost of pre-registration and acceptable forms of payment
  - Identify pre-registration dates / times / locations
  - If under age of 18, parent or guardian signature required
  - Send a confirmation email / notice to all pre-registered participants
- Registration – Day of Event
  - Establish a plan for on-site registration
  - Determine cost for day of registration and acceptable forms of payment
  - If under age of 18, parent or guardian signature required
- Event T-shirts / Apparel
  - Determine if apparel will be included with registration or an additional cost
  - Identify apparel design and approve design with Office of Student Involvement prior to production
  - Explore local businesses / organizations willing to sponsor apparel
  - Determine number of items to order based on expected attendance
  - Identify delivery location for apparel order
  - Devise plan for apparel distribution
- Check-In / Day of Registration
  - Determine best location for check-in / registration table
  - Identify sign-in process and numbering if participants will have race bib numbers
  - Alphabetize registration packets at check-in (if applicable)
  - Secure tables / chairs from Physical Plant
  - Check out a cash box from the Student Organization Resource Room in GSC for money collected onsite
  - Provide blank copies of registration forms
☐ Provide blank copies of waivers / release forms
☐ Have t-shirt / apparel available (if applicable)
☐ Have bib numbers for participants (if applicable)
☐ Secure a first-aid kit

**Refreshments**
☐ Determine number of water stops and needed supplies
☐ Coolers can be checked out from the Student Organization Resource Room
☐ Determine if food will be available and where
☐ Consider obtaining sponsors for items such as bananas, bagels, Gatorade, water

**Volunteers**
☐ Identify plan for staffing and time for setup of event
☐ Determine number of volunteers needed and their roles
☐ Create volunteer committee and identify volunteer chairperson
☐ Develop volunteer training plan
☐ Determine need for volunteer t-shirt
☐ Ensure that an adequate number of volunteers are stationed throughout race route
☐ Secure reflective vests for volunteers along route - check with Office of Student Involvement to borrow
☐ Arrange for volunteers to be equipped with radios if necessary - check with XUPD to borrow
☐ Identify plan and staffing for cleanup

**Marketing**
☐ Determine name for event and create logo or event artwork
☐ Create marketing pieces and registration form for runners / walkers
☐ Order large quantities using FedEx / Kinkos printing and charge directly to the student organization fund
☐ Post event information on campus; flyers, banner in GSC, signs on Xavier Yard
☐ Distribute marketing pieces to places of interest and running stores
☐ Determine how social media can support your event and drive registration
☐ Submit courtesy hub announcements to campus community and GSC digital signage request
☐ Create event banners / signs using the resources available in the Student Organization Resource Room in GSC220

**Fundraising Ideas/Options**
☐ Explore funding from Student Organization Resource Fund as needed
☐ Explore corporate sponsorship options – consult with the Office of Student Involvement
☐ Secure food / water donations
☐ Collect participant event bag donations
☐ Identify a t-shirt or race bib / pin sponsor

**Equipment / Supplies Available for Borrowing**
☐ Tents (Office of Student Involvement)
☐ Cash boxes (Office of Student Involvement)
☐ Water coolers (Office of Student Involvement)
☐ Reflective vests (Children's Charities Club via Office of Student Involvement)
☐ Megaphone (XUPD)
☐ Radios (XUPD)
☐ Liberty System (Gallagher Student Center)