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
  - 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 your 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 that route has sidewalks available for walkers / runners
☐ Limit the number of intersections that would pose traffic concerns
☐ Determine the official start and finish lines
☐ Identify appropriate cone / barricade placement along route
☐ Schedule meeting with XUPD at 513-745-2000 (Sgt. Bob Young) to review route and obtain approval
  ☐ Route approved by Xavier University Police Department (XUPD)
☐ 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 the 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 statue
☐ Physical Plant Event Setup Form: If supplies / equipment are 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 in the Alumni Building. The 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>Jill Finch</td>
<td>X3004</td>
<td><a href="mailto:finchj1@xavier.edu">finchj1@xavier.edu</a></td>
</tr>
<tr>
<td>Academic Mall</td>
<td>Jill Finch</td>
<td>X3004</td>
<td><a href="mailto:finchj1@xavier.edu">finchj1@xavier.edu</a></td>
</tr>
<tr>
<td>Bellarmine Chapel</td>
<td>Liz Keuffer</td>
<td>X3398</td>
<td><a href="mailto:keuffer@xavier.edu">keuffer@xavier.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kathy Kohl</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>Sgt. Bob Young, Campus Police</td>
<td>X2000</td>
<td><a href="mailto:youngr@xavier.edu">youngr@xavier.edu</a></td>
</tr>
<tr>
<td>Norwood Neighborhood</td>
<td>Sgt. Bob Young, Campus Police</td>
<td>X2000</td>
<td><a href="mailto:youngr@xavier.edu">youngr@xavier.edu</a></td>
</tr>
<tr>
<td>O’Connor Parking Lot</td>
<td>Lauren Rausch, Recreational Sports</td>
<td>X3254</td>
<td><a href="mailto:rauschl1@xavier.edu">rauschl1@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:marshalc5@xavier.edu">marshalc5@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 sound system with Gallagher Student Center
- Reserve a megaphone from XUPD for use at event

Determine need for radios for event staff; contact 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 Allison Loomis (Risk Management) at (513) 745-2090 or loomisa@xavier.edu 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 in the Gallagher Student Center
- Determine if food will be available and where
- Consider obtaining sponsors for items such as bananas, bagels, sports drink, 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 a 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 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 or Recreational Sports)
- Radios (XUPD)
- Sound System (Gallagher Student Center)