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
  - 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 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
- 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>
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<tr>
<th>Venue</th>
<th>Approval Representative</th>
<th>Phone</th>
<th>E-Mail</th>
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<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>
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<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>
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<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>
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<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>
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<tr>
<td>O’Connor Parking Lot</td>
<td>Leslie Dulle, Recreational</td>
<td>X2090</td>
<td><a href="mailto:dulle@xavier.edu">dulle@xavier.edu</a></td>
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<td>Sports</td>
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<td>O’Connor Sports Fields</td>
<td>Glenn Arnold, Recreational</td>
<td>X3671</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
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<td>X3671</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
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<td>Intramural Fields/Courts</td>
<td>Glenn Arnold, Recreational</td>
<td>X3671</td>
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<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
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<tr>
<td>Gallagher Concourse</td>
<td>Chris Marshall, Gallagher</td>
<td>X3205</td>
<td><a href="mailto:Marshallc5@xavier.edu">Marshallc5@xavier.edu</a></td>
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<tr>
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<td>Student Center</td>
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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
Discussion 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 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 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 / 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)
Sound System (Gallagher Student Center)