



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 the 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 Xavier 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 (Please submit event in EngageXU, then reservation form will populate)

- Event & Space Reservation Form: Attach a .pdf file with the approved 5K route
- 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. The form can be found on Student Involvement website xavier.edu/involvement under Forms.

Venue	Approval Representative	Phone	E-Mail
North, South Xavier Yard	Jill Finch	x3004	finchj1@xavier.edu
Academic Mall	Jill Finch	x3004	finchj1@xavier.edu
Bellarmino Chapel	Melissa Batka	x3306	batka@bellarminechapel.org
Cintas Center	Ashley Woolford	x1998	
Cleneay Avenue	Sgt. Bob Young, Campus Police	x2000	youngr@xavier.edu
Norwood Neighborhood	Sgt. Bob Young, Campus Police will assist with contacting Norwood Police Department	x2000	youngr@xavier.edu
Intramural Fields/Courts	David Wiley, Recreational Sports	x3094	wileyd@xavier.edu
Gallagher Concourse	Gallagher Student Center	x3228	studentcenter@xavier.edu

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 or contract with an external vendor
 - 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 **Kelly Parkhurst (Risk Management) at (513) 745-2090 or parkhurstk@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 – fill out the Promotional Material and Approval Form found [here](#).
 - 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 or external vendor)