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
- If route approved by Xavier University Police Department (XUPD)
- 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.

<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:finch11@xavier.edu">finch11@xavier.edu</a></td>
</tr>
<tr>
<td>Academic Mall</td>
<td>Jill Finch</td>
<td>x3004</td>
<td><a href="mailto:finch11@xavier.edu">finch11@xavier.edu</a></td>
</tr>
<tr>
<td>Bellarmine Chapel</td>
<td>Melissa Batka</td>
<td>x3306</td>
<td><a href="mailto:batka@bellarminechapel.org">batka@bellarminechapel.org</a></td>
</tr>
<tr>
<td>Cintas Center</td>
<td>Ashley Woolford</td>
<td>x1998</td>
<td></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 will assist with contacting Norwood Police Department</td>
<td>x2000</td>
<td><a href="mailto:youngr@xavier.edu">youngr@xavier.edu</a></td>
</tr>
<tr>
<td>Intramural Fields/Courts</td>
<td>David Wiley, Recreational Sports</td>
<td>x3094</td>
<td><a href="mailto:wileyd@xavier.edu">wileyd@xavier.edu</a></td>
</tr>
<tr>
<td>Gallagher Concourse</td>
<td>Gallagher Student Center</td>
<td>x3228</td>
<td><a href="mailto:studentcenter@xavier.edu">studentcenter@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 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)