

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	Lisa Durr	x3306	durr@bellarminechapel.org
Cintas Center	Candice Elkin	X4874	elkinc@xavier.edu
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	Bren Simmons, Recreational Sports	x3094	Simmons6@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 **Mary-Kate Carpenter (Risk Management)** at **(513) 745-4893** or carpenter@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)