

Organizing a 5K

1. Contact us to inform them of this event. nfendurance@ctf.org We will do what we can to help to get you started and possibly supply you with things for your event.
2. Set a date (rain or shine) and a starting time for your 5K.
3. Choose a route. Choose one that is conducive to large groups of people. Consider parks/lakes with trails, but check to see if you need a permit to use them. Get permission from the city or owner of the property to use the planned route. Allow plenty of time for these permits to be returned, as it may take up to several weeks.
4. Decide how many participants your team (and the course) can successfully handle. An event with several thousand runners or walkers is a whole different beast than one with several hundred. The more participants, the more spectators come to watch.
5. Set up a website for your event, including a place for online registration.
6. Set a registration fee. For a short race like a 5K, charging runners and walkers a fee is preferable to having participants line up sponsors who pay by the mile. Determine if participants will get shirts for registering for the event, if you will give completion medals to those who finish the walk/run, and if you will hand out gift bags.
7. Hold your initial planning meeting. Establish procedures and discuss policies for registration, media relations and publicity, volunteers, safety, traffic management, first aid and other services such as food, rest rooms, accommodations, cleanup and entertainment.
8. Gather volunteers, and plan for medical and beverage stations along the course. Use local youth groups as volunteers, since most need to have community service hours. Obtain liability insurance to cover any medical issues that may occur during your event.
9. Approach potential sponsors to help finance, publicize or even organize the event. Contact an athletic or sporting-goods store, a running club, a podiatrist, and local sports hero. Solicit corporate donations for water, energy bars, other snacks and sports drinks to be handed out along the route and at the end of the race. Sponsors will always want to promote their product with giveaways such as T-shirts, caps and water bottles.
10. Publicize the event to gain as many participants as possible. This can be done through the use a variety of promotional materials. Perhaps, contact local schools and organizations to ask if you can hang fliers for your event.
11. Once the participants have shown interest, have them make a verbal or written commitment to the team. They then can pay a fee to join or get sponsors to raise money for the charity.

12. Hold training sessions to help participants get ready for the event.
13. The day of the event – arrive early and utilize your volunteers to make your event as successful as possible. If you have a large committee, be sure to have everyone check in with you, and keep track of what they are doing.
14. Rope off the path and hang banners and signs for the charity. Use signs with NF facts or encouraging words and phrases to inform, inspire, and guide the participants along the course. Be sure to set up water and medical stations and trash cans.
15. After the event, it's important to debrief on how the event went. Gather the volunteers and get their feedback on how the event went. Collect suggestions on how things can be improved for your next event.

Miles for MJ 5K & 1 mile Bunny Hop/Fun Run

Children's Tumor Foundation
NF ENDURANCE



*2000 steps = 1 mile We're stepping,
we're running closer to a cure for Neurofibromatosis*

WHEN: Saturday, April 23, 2011

WHERE: Oak Ridge Elementary School
465 Moyer Road
Harleysville, PA

8:30 AM - 1 mile Bunny Hop/Fun Run
Timed but non-competitive - Ribbons for all children 2 and up

9:00 AM - 5K Run
USATF certified course thru Lower Salford Township

Food, Fun, Family, Raffle

*Proceeds benefit The NF Endurance Team and The Children's Tumor
Foundation.*

Cash Prizes for Top 3 male and female runners overall.

Awards for top 3 male and female age division winners.

T-shirts for first 100 pre-registered 5K participants.

www.miles4mj.com

Link on website for online registration at Active.com

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