



ORGANISER'S RESOURCE PACK

About R4TW

Do you want to see change where you live and around the world? Our vision is to see people joining together in local R4TW events taking place on one day in every country and every city of the entire world. In all nations people are quick to say what the problems are and what should happen, but the question then is, "what are you going to do?" By considering being an event organiser, you've taken the first step in this challenge. You get the chance to be part of a global event by organising a local run ... and we can guarantee there's a model that suits your circumstances. R4TW brings people together in a fun, healthy way to raise money and awareness of projects around the world reaching the poor and marginalised in your community.



Run Around the World in a Day!

This year we are organising an event in each of the 24 time zones. The goal for September 28th is for all R4TW events on that day to accumulate a grand total of 40,000 KM, which is the distance around the world. Although running around the whole world in one day is impossible for one person to accomplish, it is possible when the body of Christ unites together. The kilometers that each person runs or walks during their local R4TW event will be counted towards this goal. No kilometers accumulated by using equipment with wheels like bicycles, scooters, roller-skates, etc. can be submitted towards the goal. The two exceptions are wheelchairs used by the physically disabled and push-chair strollers for babies. There is no age limit so encourage everyone to be active and be a part of reaching this 40,000 KM goal.

To qualify for this all you need to do is register your event then record the distance each person runs and let us know by email or text message that day.

Format —usually this is a 5k race or fun run but the event takes many different forms around the world to suit the community you live in. As long as it's a run or even a walk you can be part of R4TW

Think Big by Thinking Small



I suppose you could organise a huge race with 5,000 people, closing the main roads in your city and have a movie star to start the race - that would be terrific - BUT - that's not the only way we will change the world, so... you don't have to be a professional event organiser to make a big difference. Think small - maybe 20 to 30 friends and their friends running around a park is a great way to start. So actually you can do this! This way we can build thousands of events all over the world and unite with even the smallest, most remote communities.

Contents

- 1 About Run for the World
- 2 R4TW Kaleidoscope
- 3 How Can We Help You
- 4 Lightweight Model
- 5 Prayer Relay
- 6 Fun Run
- 7 1-Hour Challenge
- 8 The Trek Model
- 9 Sports Team Model
- 10 Big Event
- 14 Your Own Idea

www.r4tw.org

The four benefits of R4TW

- R Relationships** - Bringing people together for a fun event like this forges relationships between communities, churches, other agencies and businesses.
- 4 Fundraising** - Participants invite friends and perhaps even businesses to sponsor them. The money raised can be used for local & global projects benefiting the poor and marginalised.
- T Togetherness** - Uniting the world, running together in all 24 time zones on one day and accumulating 40,000km (the circumference of the earth). Everyone has their part to play even in remote communities.
- W Wellness** - It's great to unite in this event to promote physical, emotional and spiritual health and wellness — in many cases this has led to the start of a more active lifestyle.

These benefits can all have the same emphasis in your event but in different cultures and communities these will change significantly. For instance you may not want to use the event for fundraising at all.



ORGANISER'S RESOURCE PACK 2

Your Local R4TW Event

We want you to organise an event that is perfectly suited to your culture and environment, the causes or projects that you feel most passionately about, your experience and your dreams. We outline here a number of models that have worked around the world so choose one that suits you best or think up your own

The R4TW Kaleidoscope

R4TW embraces many partners to make this programme of events possible acting as a kaleidoscope, reflecting the wide variety and beauty of the different cultures and communities around the world.

Whilst the ways in which this event can be designed are limitless, in this pack we have provided an explanation of each model that has worked well somewhere in the world accompanied by brief checklists, tips and examples to help you plan, have fun and be safe.

For more help and advice we are here to serve you so contact us on admin@r4tw.org.



(ka·lei·do·scope [kuh-lahy-duh-skohp] Gr. observation of beautiful shapes)

- 1 Lightweight Model** — get together with your friends and ask them to invite their friends, find a location and run.
- 2 Prayer Relay Model** — run in small groups in relay praying at key locations for your community, city, nation and the world.
- 3 Fun Run** — this has a low emphasis on athletic challenge with really low barriers to entry for anyone to run, jog or walk using a fun theme.
- 4 1-Hour Challenge** — see how far each participant can run and how many kilometres you can accumulate together towards the global total.
- 5 Trek Model** — choose a challenging and interesting destination perhaps up a hill or mountain and invite those who enjoy walking, hiking and running.
- 6 Sports Team Model** — many of us are part of a sports team or club, invite the rest of your league to join you in a team challenge.
- 7 Big Event** — organise a 5k or 10k in your city, partnering with the local authority and inviting churches, schools and businesses to join you.
- 8 Your Own Idea** — we don't want to limit your creativity so think what will work best in your community and design the event around that.

Remember...even if you run on your own you can still register and represent your city and country!!



ORGANISER'S RESOURCE PACK 3

How we can help you

There are many ways we can help and support your event to become part of the R4TW Kaleidoscope.



We can offer the following help...

1. Give you ideas and examples of what works in different parts of the world. We are also aware of the different security issues and how to stay safe.
2. Provide you with a web page and a location pin on the map.
3. Help you to find local and global causes or direct you to central ones that we support.
4. Give you access to graphics and documents such as logos and sponsor forms to take some of the pain from organising an event.
5. Help you plan - particularly with big events this is vital if you have little or no experience. We can provide you with checklists to make sure you have thought of everything.
6. Health and Safety and Risk Assessment information.
7. Online registration of participants and online fundraising - we will help you set this up for your event to make administration easier for you and your runners.
8. Direct you to simple, cheap and even free race timing and reporting systems.
9. Training plans - use the build up time to the event to get a community of people together to help them train - a great way to build relationships.
10. Put you in touch with other organisers in your country, from your cultural background or those who speak the same language.



So how can you start the process?



You don't need to have a plan to start this process just a little excitement about what could be achieved by getting involved.

Simply email us on admin@r4tw.org to ask your questions, tell us of your interest or say 'where do I start?'

If you are further down the line and you have a brief plan then you can register your event on www.r4tw.org/organise-an-event.



Model 1 - Lightweight Model 4



Introduction

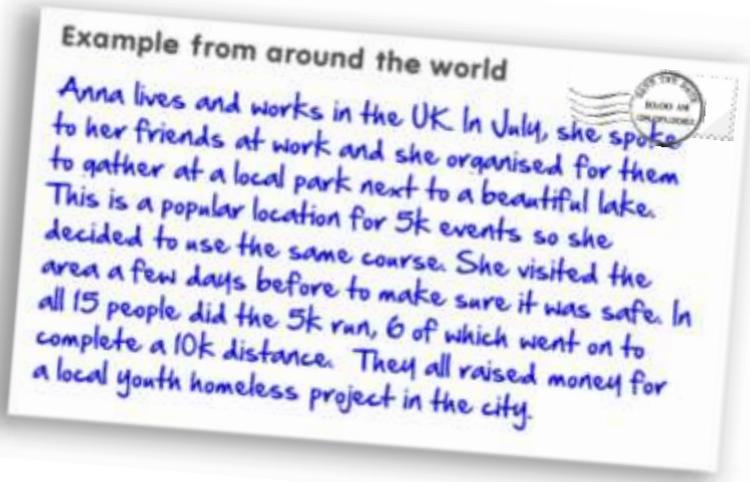
We have a vision of 1000s of events all over the world and the way we will achieve that is by encouraging organisers to create simple events using this lightweight model.

Format Outline

An individual decides to host an event and from a small network of friends, family, school, college or work contacts, picks a cause to support and organises a run. Remember, even if you run on your own you can still register and represent your city and country!!

'How to' Checklist

1. Find at least one other person who will help you and create a wider network - just a friend, leader or family member.
2. Decide on the type of event you want; a competitive race, a run, jog or walk. This will largely be decided by the fitness and experience of the people you are inviting. Ask them what they think. But encourage them to do some training—we have a good couch to 5k training plan on the website.
3. Register the event on the R4TW website. We will then put your location on the map!
4. Decide on an attractive location—a local park is usually a good idea because it is usually traffic-free. If you know a location where other 5k events are held then you will know what distance you are running. Try to find a flat or undulating course avoiding steep sections. Check that there are no other events scheduled that day in the same place. Ideally find somewhere near a car park, toilets and refreshments.
5. Decide on a cause. What is the most important thing you want to change in your city or nation. Use this event to highlight this cause or issue and maybe raise some money. Contact the cause to tell them you are doing this—ideally this will be a registered charity as they will be able to claim tax relief but ask their advice and if they have sponsor forms. They may even send a few people to run with you.
6. Try to have a first aider as part of the group but if not make sure someone has a mobile phone in case of an emergency.
7. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event. We will email you as the organiser about this.



Top Tips

- Don't advertise it as you may get more people turning up than you can handle—with more than about 30 people you may have issues of insurance, first aid provision, etc.
- Shops and supermarkets often offer community events free stuff like drinks or food which may give runners a little boost at the end.
- If you want a timed event there are some great phone apps and online resources you can use listed on our website.



Model 2 - the Prayer Relay 5



Introduction

One of the R4TW benefits is promoting wellness—this can be physical, emotional and spiritual. So why not combine all three—running and praying at the same time.

Format Outline

Don't worry, this is a tried and tested format and we have partnered with RunNat (Run for the Nation) who have developed the model - find out more at www.runforthenation.com. You can adapt this to suit your circumstances. There is a great video at

<http://youtu.be/c7oLhwfqbbc>

1. Teams of 2 to 5 runners run legs of 5 KM per team.
2. They join with other teams in a relay covering 40 KM.
3. The team carries a prayer card, mobile phone and route map, praying as they run or perhaps at intervals along the way.
4. The prayer card is handed to the next team waiting at the 5KM changeover point.
5. Prayers should relate to the area the team is running through as well as wider national and event world issues.
6. Designated car drivers follow the runners or just wait at the designated change over point to take the runners to a central location.
7. For a larger event a number of these routes can be planned from different corners of the city all ending in the same place at the same time.
8. Each runner is presented with a certificate in a simple celebration that will involve more prayer and worship.

'How to' Checklist

No matter how big or small, this event will need to be planned well in order to be safe.

1. You will need a group of organisers to meet and plan together.
2. Register the event on the R4TW website. If you choose this option then you will be directed to the RunNat site for more information and it is beneficial to also register with them to take advantage of all their experience.
3. Plan the routes, ideally much of this will be traffic free.
4. Recruit the runners from churches along the routes a number of weeks before - register their details carefully (inc. T-shirt size and emergency details). Usually a small fee is charged to pay for a T-shirt and the event as a whole .
5. Designate team leaders who must carry a mobile phone and drivers to collect at specific times.
6. Design the prayer cards and decide on the topics for each leg and each route. What are the most important things you want to change in your city or nation. Also respond to the buildings you are passing e.g. school, government building or homeless shelter.
7. Print T-shirts
8. Think about first aid ideally some of the runners or drivers could have first aid experience. Otherwise have a first aider at each of the 5 KM points to be able to respond quickly if called.
9. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event. We will email you as the organiser about this.

Top Tips

- Encourage runners to seek sponsors and give the money to a cause that you feel passionate about or designated RunNat or R4TW supported projects.
- Communicate carefully and regularly with runners so that they know the route, meeting points and will tell you if they drop out.



Model 3 - Fun Run 6



Introduction

In the past few years, fun runs have been growing in popularity. Each with a different theme, these runs focus less on breaking records and more on getting active and having a good time. Fun runs are a great way for beginners to get motivated and for seasoned athletes to break up the monotony of training.

Format Outline

This could be anything really but the majority of fun runs have a theme, participants dress up, the distance is normally 5k which is manageable by most but still a challenge. The run is often not timed in order to emphasise fun rather than athletic prowess. You could even combine this with a family event.

Just a few theme ideas....

- **Color run** - all runners wear the same color e.g. the red run
- **Rainbow run** where all runners dress in bright colors
- **Hot chocolate run** - particularly good in cold countries - runners stop and partake in a hot drink along the way
- **Jingle bell run** - participants wear bells
- **Wacky hair** - see the photo above
- **Sports run** - teams could dress up in their kit and run as a team
- **Your ideas** are probably much better than these

How to' Checklist

1. Form an organising team who will help you and create a wider network.
2. Decide on the style and theme of event you want.
3. Register the event on the R4TW website. We will then put your location on the map!
4. Make fliers and posters and get the message out - try to invite leaders or organisers involved in networks that can invite their people along e.g. schools, churches, community groups, businesses and charities.
5. Decide on a location and plan the route —a local park is usually a good idea because it is usually traffic-free. If the distance needs to be accurate either borrow a measuring wheel or use an existing 5k course. Check that there are no other events scheduled that day in the same place. Ideally find somewhere near a car park, toilets and refreshments. Try to find a flat or undulating course avoiding steep sections.
6. Plan a budget if you need one and decide if you need to charge fees. Also decide if you are providing T-shirts, prizes or goody bags.
7. Create a registration process or just allow people to turn up on the day.
8. If you are fundraising for a cause or project tell them you are doing this—ideally this will be a registered charity as they may be able to claim tax relief but ask their advice and if they have sponsor forms. They should send a few people to run with you.
9. Consider the following important issues - first aid cover, insurance, safety through risk assessment, communication on the day, possible weather contingencies, marshals around the course, route markers.
10. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event, recording the distances people achieve. We will email you as the organiser about this.

Top Tips

- Shops and supermarkets often offer community events free stuff like drinks or food which may give runners a little boost at the end.



Model 4 - the 1-Hour Challenge 7



Introduction

One of the R4TW goals is to accumulate 40,000 KM on the global day so why not set the challenge to participants to contribute to the global total by running as far as they can in the designated time zone hour from 10am-11am.

Format Outline

In a park or running track participants run, walk or jog for a 1 hour period. The course will be marked at least every 1 KM and organisers record each person's total distance with their names. Other events can take place after the run such as a sports day, music event or just a picnic.

'How to' Checklist

1. Form a small organising team who will help you and create a wider network.
2. Register the event on the R4TW website. We will then put your location on the map!
3. Decide on a location and plan the route –a local park is a good idea because it is usually traffic-free although because measuring distance accurately is important then you may need a measuring wheel or perhaps a running track works better. You could even do this indoors in particularly hot or cold countries. Check that there are no other events scheduled that day in the same place. Ideally find somewhere near a car park, toilets and refreshments. Try to find a flat or undulating course avoiding steep sections.
4. Make fliers and posters and get the message out through email, Facebook and word of mouth - try to invite leaders or organisers involved in networks that can invite their people along e.g. schools, churches, community groups, businesses and charities.
5. Devise a team challenge for sports teams, schools, churches or corporate groups.
6. Plan a budget if you need one and decide if you need to charge fees. Also decide if you are providing T-shirts, prizes or goody bags. Local business may be willing to sponsor you for a good cause and for positive publicity.
7. Create a registration process or just allow people to turn up on the day.
8. If you are fundraising for a cause or project you will need to create a fundraising process such as sponsor forms or online giving. Ideally make sure the funds go through a registered charity.
9. Mark the course clearly with distance markers at least every 1 KM and develop a system so participants can record their total distances achieved.
10. Consider the following important issues - first aid cover, insurance, safety through risk assessment, communication on the day, possible weather contingencies, marshals around the course, route markers.
11. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event, recording the distances people achieve. We will email you as the organiser about this.

Top Tips

- Encourage anyone to join in not just runners - they can walk jog or run or a combination of all three in the hour.
- Be sure to emphasise the progress of the baton around the world as well as the accumulated distances so participants see how they have contributed to the whole.

Remember...even if you run on your own you can still register and represent your city and country!!



Model 5 - the Trek Model 8



Introduction

Yes...it's called Run for the World but you can also walk if you like. This model will usually take place in an area of natural beauty such as a mountain or forest. It's a great way to engage on a local level with like-minded people in your area.

Format Outline

Choose a challenging and interesting destination perhaps up a hill or mountain and invite those who enjoy walking, hiking and running. You can do a competitive run up the mountain or do a hike together as a united team. There could be a time challenge or just a distance

challenge. Whilst this will take more than 1 hour you can still incorporate into the event the global challenge of achieving 40,000 KM.

'How to' Checklist

1. Get together with one or two others to plan the event.
2. Decide on the sort of numbers you wish to take part and whether this is a race which may include running or just a distance challenge.
3. Register the event on the R4TW website, we will then put your location on the map!
4. Decide on a distance and route - be aware of the level of fitness and experience of participants.
5. Create clear information and invite those who you think may be interested in this format to come along - advertise more widely if necessary.
6. Plan a budget if you need one and decide if you need to charge fees. Also decide if you are providing T-shirts, prizes or goody bags. Local business may be willing to sponsor you for a good cause and for positive publicity.
7. Create a registration process or just allow people to turn up on the day.
8. If you are fundraising for a cause or project you will need to create a fundraising process such as sponsor forms or online giving. Ideally make sure the funds go through a registered charity.
9. Mark the course clearly with distance markers at least every 1 KM and develop a system so participants can record their total distances achieved.
10. Consider the following important issues - first aid cover, insurance, safety through risk assessment, communication on the day, possible weather contingencies, emergency procedures, kit and provisions, transport to and from the starting point.
11. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event, recording the distances people achieve. We will email you as the organiser about this.

Top Tips

- Do some training walks/runs before the big day - this is great to build relationships, wear-in those new boots and gauge fitness levels.
- It is better to underestimate than overestimate participant's level of fitness.
- Always have a group who will stay together with the slower walkers so no one gets left behind or feels under pressure to constantly catch up.
- Ensure you have adequate maps, compasses, mobile phones (if there is a network signal). Always tell someone when you are expected to return and check-in.



Model 6 - the Sports Team Model 9



Introduction

If you are part of a team, you are likely to be part of a league. This is a great opportunity for team building, fundraising and involving people in transformational community projects.

Format

Invite your team, other teams in the league as well as teams in other leagues to take part in a team challenge. You can expand this to companies who may use it for team building. This is likely to be a 5k or a 10k race a 1-hour challenge (see page 7) or even a relay race. Teams

should comprise of around 4-6 runners. The event could also include individual participants. Most entrants will run as part of a team aiming to get the best cumulative time or distance.

'How to' Checklist

1. Get together with one or two others to plan the event.
2. Register the event on the R4TW website, we will then put your location on the map!
3. Decide on a clear format, how teams can win the challenge. E.g. the team that has the lowest cumulative time for completing the 10 KM course.
4. Decide on a distance, location and route - a local park is usually a good idea because it is usually traffic-free. If the distance needs to be accurate either borrow a measuring wheel or use an existing 5k course. Check that there are no other events scheduled that day in the same place. Ideally find somewhere near a car park, toilets and refreshments.
5. Plan a budget; it is likely that you will need to charge fees so that you can offer prizes to the winning team or individuals or get each team to donate prizes. Also decide if you are providing T-shirts or goody bags.
6. Make fliers and posters and get the message out through email, Facebook and word of mouth - obviously target team coaches and CEOs.
7. Create a registration process so that you know how many teams are taking part - it may not be important for you to know individual names.
8. If you are fundraising for a cause or project you will need to create a fundraising process such as sponsor forms or online giving. Ideally make sure the funds go through a registered charity.
9. Consider the following important issues - first aid cover, insurance, safety through risk assessment, communication on the day, possible weather contingencies, marshals around the course, route markers, etc.
10. On the day, link in and contribute to our text and web updates to see how you are contributing to the global event, recording the distances people We will email you as the organiser about this.

Top Tips

- As most of the participants are active athletes you should be able to set quite a high challenge.
- If you want a timed event there are some great phone apps and online resources you can use listed on our website.



Model 7 - the Big Event 10



Introduction

This is often the first style of running event that people think of but it's last in our list of models because it's the hardest to organise. However if you intend to make this an annual event that really impacts a community on a large scale it is well worth getting over the initial hurdles.

Format Outline

This will probably take place on the streets or a large park. The traditional distances are 5k or 10k going up to a half marathon (13 miles) or a full marathon (26 miles).

Top 4 Rules

- 1.Safety first - of participants and spectators
- 2.Don't lose money
- 3.Don't lose sight of your objectives
- 4.Make it fun

'How to' Checklist



Build a Team

This is vital for a large event to share the duties, responsibility and tasks. Ideally members will have a variety of skills; including marketing, organisation, IT, graphics and finance.



Choose your Event Location

Before you start planning you need to decide what type of race you can manage, where it should take place. Follow these tips to make sure you've taken all measures into consideration.

There are so many styles of races now from: 5K, 10K, team relays, mud runs, trail runs, or theme-based races, etc. Even if you have a vision for a huge event it may be wise to start smaller and build up.

Picking a good venue can make or break your event's success. Choose a place of beauty or somewhere really attractive to participants as well as easy to reach by public transport, walking or car. Parks, beaches and cities with interesting architecture are perfect.

Make sure to check for other events on the same date and location.



Choose Race Software

Once you pick the length, location and date, you will probably want an online tool to manage everything from race registration to reporting. Race software will be a big time-saver for you and your participants. We can advise on chip timing and free online applications. 'Webscorer' is a good place to start which is free and can be used on an iPhone or iPad.



Model 7 - the Big Event (cont'd) 11

'How to' Checklist (cont'd)



Set Goals, Get Permission, Plan the Logistics

The most important things to think about when organizing a race is setting realistic goals, putting safety first, and getting permission to host your event.

Your first race may not have 10,000 participants, but maybe only 25 of your friends. Both types of races have their advantages, as long as expectations have been set appropriately. If you have companies, major charities, a large organizing team with large networks then you may expect large numbers but otherwise be patient and build these up.

Once you decide where you want to conduct the event, you have to go to the permitting authorities and get permission. You don't want to commit to an event, advertise and promote, until permission is in place.

Safety First - if in doubt keep the event simple. Here are a few pointers to make sure you're prepared to keep everyone at your event safe and sound:

- Make sure there is plenty of water on the course
- Make sure traffic control is present so no one gets hit by a vehicle
- Use volunteers to supervise the route and communicate in an emergency and make signs to make sure people stay on the correct course
- Make sure you have an adequate medical presence

Plan the logistics - there are lots of details associated with a race besides the actual race. You don't necessarily need all of this but here is a checklist

- Race software, timing and online results reporting
- Online registration process
- Race-day checklist
- Accurately measured and marked course
- Visible clock on the course
- Well-run registration procedures to ensure all participants are registered properly
- Awards / Ceremony and Results
- Medical presence
- Water stops
- Insurance
- Clearly visible marshals
- Permits
- Music with PA system for announcements and food
- Toilets appropriate for the numbers of people
- Provision for people with disabilities
- Goodie bags / T-shirts



'How to' Checklist (cont'd)

Build a Budget & Find Sponsors

Rule of thumb: Typically, a road race will cost the amount of money you are charging participants to register. So if you're only charging entry fee without sponsors, you should break even.

Your budget will tell you whether or not your event is viable.

So list all the things like scoring, tents, cones, signage, website design, labour. Then you need to decide how to raise money for charity or at least be sure to cover your costs. There are two things you can do:

1. Get individuals to raise money themselves through sponsorship
2. Get sponsorship. The sponsor will pay towards the event and the money you have left over can go toward the charity.

So...how do you find a sponsor?

When you're first starting out, sponsorship details can get overwhelming. It takes years to refine the art of signing on world-class sponsors and getting donations. For your first race, you may not get anyone to give a big sum of money, but they may be happy to donate items for participants.

For the first race, you may just try to get people to donate things like sports drinks and power bars. As time goes on you will find contacts that you feel would be willing to donate or be a major sponsor. Many companies have social responsibility policies which means they are looking for charities to support.

You will probably need to be more intentional though - T

- Talk to people you already know. You never know who may want to advertise their product or service or donate money to your cause.
- Go to networking events to meet people. Find out what they do—it might be relevant to your race, i.e.: chiropractors, personal trainers, nutritionists, etc.
- Hand out flyers when you're out and about. Promote your event to potential participants and sponsors at the same time.
- Visit local businesses and see if they want to donate money, have presence at your event to promote their company, or donate stuff for the race/goody bag.
- If you advertise your race well enough, sometimes sponsors will seek you out.
- Offer free or discounted booth space to sponsors that supply samples at the race or for the goody bags.
- If you notice corporate teams signing up for the event, approach them and see if they have a company that would like to participate in being a sponsor.
- Post a sponsorship packet on your website.





'How to' Checklist (cont'd)



Promote Your Race - you need to invite a lot of people and make them feel like they're welcome, they'll enjoy the event and they will have some affinity with the cause. Use whatever works in your culture, word of mouth is still the best way but most time consuming. Emails and social media certainly work in many cultures but have diminishing returns compared to the personal relationship. A website may be important particularly if you want to use online registration.

One of the most effective ways is to focus on influential networkers - e.g. sports team coaches, fundraisers who may wish to join your event and use it to raise money for their own charity, teachers, human resources managers, church leaders, etc.

Keep websites, email messages, blogs, and social media fresh with small stories of participants, the cause you are running for, new sponsors on board, announce the prizes, early bird offers, training and fundraising tips - little and often is the key.

Use the media such as newspapers and magazines well. They are always looking for interesting stories and different angles - you don't have to pay to get publicity. Send out press releases and look for lifestyle type columns to submit stories.

On the Day

It's the big day. You're the race organizer, how can you make sure the day goes smoothly?

- Make sure you plan well and get there early. Pretend the race really starts at 9am rather than 10am.
• Make sure you delegate really well to your volunteer team and appoint team leaders with team briefs. E.g. registration team leader, water station leader etc. Try to feel like if you weren't there the event would still run without you - so don't give yourself a time consuming role.
• Think about how you will respond to complaints say about the speed of the registration process.
• Always plan for the worst weather.
• Think through a few emergency scenarios and what you might do.
• Make sure your plan for after the event in just as much detail as before and during.
• Have a clear process for the awards ceremony.



After the Event

- Have a break down crew to tidy up and take equipment back to its place.
• Make sure to thank all of the teams, sponsors, charities, participants by email, local authorities.
• Post results online - places and cumulative distances run.
• Post images online and send to appropriate people.
• Write up a report with statistics of runners, money raised, kilometers covered, costs of the event, etc..

