



Race Setup List

Please complete the items highlighted in yellow. To see sample event pages, visit www.prsracetiming.com

Race Date:	
Race Title:	
Location:	

Description: <i>(List a general description about your race / event here including anything that makes your event unique or appealing to participants)</i>

Benefitting: <i>(Is this race a fundraiser for a group? If so list info about the group the proceeds from the race will benefit and where people can learn more about that organization. Provide a web address and/or e-mail address for the organization)</i>



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Registration Costs: (List the costs for the race below - NOTE - Add \$3.00 to the amount you want to clear from each registration to include the processing fees charged by online registration services. For example, if you want to clear \$20.00 from a registration period, the cost should be \$23.00. If you list for \$20, you will receive \$17. Below are typical fee structures. Please modify as needed for this event)

All online registration fees are included in the amounts below

Early Registration - \$ _____ - _____ through _____

Regular Registration - \$ _____ - _____ through _____

Week of Race Registration - \$ _____ - _____ through _____

Day of Race Registration - \$40.00 - Cash, check or charge - 60 minutes to 15 minutes prior to the start of the race

Race Awards: (Below are two standard breakdowns - 10 year groups and 5 year groups. Select one of these or you may customize your own)

Indicate what the awards are - Medals, shirts, mugs, hats, etc. - CAP WILL PROVIDE (likely medals)

_____ - Use 5 Year Standard Age Groups (80 Total Awards) - Awards will be given to the top three males and females in the following categories: Top 3 Overall Finishers, Top 1 Masters Finishers (Over 40), Top 3 Age Group Finishers in the following age groups: 0-12, 13-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65 Plus

_____ - Use 10 Year Standard Age Groups (50 Total Awards) - Awards will be given to the top three males and females in the following categories: Top 3 Overall Finishers, Top 1 Masters Finishers, Age Group Finishers (Over 40), Top 3 Age Group Finishers in the following age groups: 0-12, 13-19, 20-29, 30-39, 40-49, 50-59, 60 Plus

_____ - Use Custom Award Categories - List Below:

_____ - List any additional awards here as well - Costumes, eating contest, hat contest, etc.



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Race Amenities: *(What will runners receive with their registration fee - Shirt, Medals, Post race food/drinks, goodie bags, food trucks, water stations, etc. List it all below)*

Race Course: *(Where will the race start and finish - venue name, location, landmark. Provide a link to a map of the course if available)*

Event Schedule: *(Below is a standard event day schedule. Modify as needed for your event:)*

60 minutes to 15 minutes prior to the start of the race - Bib, Chip, and Packet Pickup
60 minutes to 30 minutes prior to the start of the race - Day of Race Registration Open
30 minutes after last finisher - Awards Ceremony
_____ am - Race Start Time



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Packet Pickup & Race Instructions: *(If there is a pre-race packet pickup, list the name of the location, address, and contact phone number along with dates and times. If there is not any pre-race packet pickup the following note is our standard. Also list any special parking instructions, directions to the race, race instructions, etc.)*

Runners will pick up their bib and timing chip prior to the race at the check in area.

Chip Timing: *(This is a standard note for all races)*

The race will be chip timed using a shoe chip system. Chips will be distributed at the packet pickup. All runners must cross the mat at the finish line with their chip properly attached to their shoe to score in the race. Chips must be returned at the conclusion of the race at the finish line. Runners not returning chips will be charged a fee of \$30.

Race Contact: *(By default a PRS address will be listed. If you prefer a different contact to be listed, note below)*

If you have any questions about this race, please contact Matthew Reimer via e-mail at matt@prsracetiming or by calling (904) 509-1345

Place: *(Address of race. Needs to be the address of where people are going to drive to to get to the race)*



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Shirts: *(If you are providing participants with shirts, indicate the type of shirt and sizes available)*

- _____ - Unisex Cotton Shirt - Adult Sizes & All Youth Sizes or Youth Large Only
- _____ - Gender Specific Performance Cotton - Men's, Women's, & All Youth Sizes or Youth Large Only
- _____ - Gender Specific Performance Dry Fit Shirt - Men's, Women's, & All Youth Sizes or Youth Large Only
- _____ - Long Sleeve Shirts
- _____ - Short Sleeve Shirts

Donations: *(A donation page can be set up to accept additional donations for your group / organization. If you would like this, provide a description of what the donation will benefit to be listed on the donation page)*

Fundraising: *(Participants can be given the option of fundraising for your group / organization. If you would like this, provide a description of what the fundraising donation will benefit to be listed on the fundraising page)*



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Custom Questions: (If you would like any custom questions asked during registration - list them here - I.e. "Are you a member of Fletcher High School", "Where did you hear about this race", etc.)

Coupon Codes: (Do you want any discount coupon codes set up for the race)

CODE (ALL CAPS - 10 LETTERS MAX)	Discount Amount (% off or \$ amount off)
)	

Other Race Information:

- PRS will provide a webpage with the above information on it plus your race logo and sponsor logos. PLEASE TRY TO SEND YOUR LOGOS AT ONE TIME by e-mail in JPG format to matt@prsracetiming.com
The sponsor logos will be updated a maximum of three times so please collect them and send them in groups. If you would like your sponsor logos linked to the sponsors website, please send the web addresses in the e-mail with the logos.
- If you have a logo for your race, please email it to matt@prsracetiming.com in jpg format.