

## How to Plan a Community Run/Walk Event

This guide is designed to help you organize and implement a run/walk event in your community. Planning such an event takes the cooperation of many community partners.

A comfortable planning period for a community run/walk can be anywhere from six to eight months. However, if you have several hard working partners it can easily be planned in a shorter amount of time.

Run/walk races can be incorporated into other events that take place in your community. Races can be held during a county festival or fair. They can also be used as a kick-off or wrap-up event for Get Moving Kentucky! or other physical activity program in your community.

There are seven categories this guide will cover:

- **Planning committee**
- **Race course**
- **Volunteers**
- **Participant cost**
- **Registration**
- **Finish line**
- **Prizes**
- **Refreshments**

Meeting outlines and agendas are also included to give you ideas of what needs to be covered in your meetings and when it should be covered.

In addition, the appendix provides hard copies of the documents that might be helpful during planning and on the day of the event. These

documents can be used as they are, or serve as, a guideline for you to create your own. The appendix includes:

- Registration Entry Form and Liability Waiver
- Race Day Checklist
- Registration Sign-in Sheet for Day of Event
- Finish Line Time Sheet
- Award Ceremony and Prize Sheet
- Certificate of Completion

### Planning Committee

The planning committee for your community run/walk may simply stem from a physical activity coalition or task force you currently have in place. In some instances, you might need to form a subcommittee specifically for planning the event or you might consider inviting additional partners.

Below is a list of possible partners. This list is not conclusive. There might be many other options in your community.

- Public health department
- Senior citizen centers
- Local hospital/healthcare venues
- Local fitness/recreation centers
- Schools
- Local parks
- Local businesses

If you plan to have your race on or near streets you will also need to consult the police department and local county government. Consider inviting a representative from these agencies to your meetings.

## **Race Course**

There are a variety of distances for a walk/run event. The most common are a one mile fun run/walk or a 5K. These lengths of races are good choices because they appeal to all individuals regardless of fitness level, including the beginner who is just starting out. A one mile fun run is, of course, one mile in length. A 5K is equal to 3.1 miles in length.

If you plan to include both adults and children in your event keep this in mind when choosing your race length. A 5K would be appropriate for adults and some older children or teens. A one mile fun run/walk can be appropriate for children and adults.

### ***The Location***

When choosing a race location, first research if there are any other organizations in your area that have held a similar race. Choosing a location that has been used for a similar event might eliminate the need for your group to go out and physically measure the length of the course. You might be able to contact the organization to find out the start and finish lines they used.

If you are the first to hold a race in your community you will have a little more work to do. First consider the location. Often, a park or track in your area will be the best choice. This will enable participants to run or walk away from heavy traffic.

If your race must be on the road you will have to consider traffic, intersections, and how you will keep the participants safe. You must contact your local police department and your local government to find out rules and regulations regarding such an event. It is important to work in collaboration with your local police department because it will be needed to block traffic to allow runners and walkers to be on the road and cross intersections.

Most races can be held even if it rains, but consider where your registration, refreshments,

and awards will be held. You might choose a location with a shelter for these events or consider renting a tent in case of bad weather.

### ***Medical Assistance***

You will also need the presence of some type of emergency medical crew on site during your race. In some cases this might mean an ambulance stationed at the race site during the race. Sometimes individuals from area organizations, such as the Red Cross, who are trained and certified in first aid and CPR can serve in this role. The type of medical crew you choose will be dependant on the number of participants, length of your race, and the age and health condition of those involved.

### ***On the Race Course***

There are a few things that you will need along the race course. Keeping them in mind will help you when choosing your location. Mile markers are very helpful to participants as they make their way through the course, and it is especially motivating to have a person there to hold the mile marker and cheer participants on as they go by. It also increases safety to have a person (or persons) standing along the course. For a 5K, it is adequate to have someone at the one mile, two mile, and two-and-a-half mile points, but if you have enough people, put someone every half mile. Many participants appreciate having the race time announced at the one and two mile markers so they can keep pace.

If you are planning a 5K, include a water station about halfway through the race. Mile marker one and half is a good place.

You will need:

- A table
- Small paper cups
- Jugs of water
- One to two people to fill and pass out cups and clean up

Don't forget trash cans; however, most participants who have been in a race before will throw their cup on the ground. Be sure

you have a crew for trash cleanup. This might be the volunteers at mile markers once the race is over.

## Volunteers

Unless the size of your planning committee is very large, you will most likely need several volunteers to help the day of the race. Be sure to meet with your volunteers either as a group or individually to make sure they understand their specific duties. Consider meeting with them at the racecourse so that they can get a visual picture of how things will be set up and where they will be on the course the day of the event. It is a good idea to assign each of the volunteer areas below to a specific planning committee member, who would act as the chairperson. As the chairperson he or she will be responsible for the volunteers and ensuring that things are done correctly for that area of the event.

Here are some roles volunteers might play:

- Registration table (2 to 4)
- Refreshment table after race (1 to 2)
- Mile marker on the course or water station (3 to 5)
- Finish line (at least 4)
- Setup/cleanup (as many as possible)
- Prize distribution (at least 2)

**Don't schedule yourself to a task or station the day of the event!** There needs to be at least one person, maybe more, available to answer questions and oversee the race as a whole.

## Participant Cost

If you are well funded there may be no need for you to include a registration fee for participants. However, non-profit groups often require an entry fee of enough money to cover the cost to hold the race. This might cover the cost of the t-shirt, or you might have fees involved with renting a facility/venue for the race or refreshment costs.

If your cost is very low, some non-profit groups will donate extra funds to a charity. If you

decide to donate to a charity, be sure this is included on the registration form or promotional flyer. Participants will appreciate knowing where their money is going, and it might even encourage others to participate in your race.

Entry fees for a run/walk can range from \$5 to \$25. Be aware that the higher the cost the more your experienced participants will expect of the event. They might expect it to be a very well organized and smoothly operating event, with nice prizes available if funds aren't being donated to charity. This is something to consider if you are trying to pull in a large number of people for your event.

## Registration Setup

To ensure a successful program, it is important that you have a plan for registration. There are two different types of registration - pre-registration (before race day) and race day registration (one to two hours before the start of the race).

### ***Registration and Waiver Forms***

The first things you will need are a registration form and a waiver/liability release form. The registration form will provide the participants contact information, age group and gender for prize purposes, and requested t-shirt size, if applicable.

**The waiver is an absolute must.** Each participant must sign a waiver, which protects you or your group from liability in case of accident or injury. These waivers should be collected and kept in a safe place for **at least one year**, or longer if you become aware of any incident or accident.

If children will be involved in the race you must have a waiver for them also. For children under 18 years of age, the waiver will need to be signed by a parent or legal guardian.

An example registration form and waiver/liability release is included with this guide. You

can use these forms exactly as they are written for your race. You can also use the registration form as a guide to create your own if the example does not meet your exact needs. **If you are the lead agency on this race, and it is being offered by the Cooperative Extension Service you must use the waiver provided, as it has been approved by the University of Kentucky.**

### ***Pre-Registration***

This term refers to the collection of registration forms and any possible fees prior to the race day. It is sometimes called early-bird registration, in which case participants can pay a lesser entrance fee if they send in their registration by a set date.

Pre-registration is a good thing if you are accepting forms and/or payment by mail. This will eliminate some rushed registration the day of the event. It will also give you an idea of how many participants you might have attending and it will allow you to order t-shirts (if any) early and provide the appropriate amount of refreshments.

Prior to the race day you should type up a **Sign-in Sheet**. You will fill this sheet in for all your pre-registered participants and leave additional spaces to add those who register the day of the race.

Your **Sign-in Sheet** should include columns for:

- Participant name
- Age division
- Race number (you will assign this number to them)
- Race finish time
- Signature during packet pickup (Packets will be explained later).

An example of a **Sign-in Sheet** is provided in this guide.

**This sheet will become very important at the finish line on the day of the race.**

### ***Race Day Registration***

It is good to provide race day registration because some participants don't take advantage of pre-registration. They might decide at the last minute and choose to sign up right before the event, even if it means paying a higher entry fee.

You will need the following for your race day registration set up:

- 1-2 tables
- Chairs for volunteers staffing the table
- Pens
- Registration and waiver forms
- Sign-in Sheet for pre-registered participants
- Race numbers or race packets
- Safety pins for attaching race numbers to shirts
- Money box and change if participants can pay the day of race
- T-shirts if you are providing them

### ***Race numbers and packets***

It is important that participants have race numbers. This is how they are identified when crossing the finish line and in prize winning. Race numbers can be purchased at some sporting good stores in larger towns, or on-line. Many places to purchase race numbers will be listed by doing a simple search for 'race numbers' on the Internet.

The price of race numbers can range anywhere from \$0.15 to \$0.25 each, depending on the quantity you order. Be sure to order numbers that have a perforated bottom section that can be torn off the number at the end of the race. This will be important to keep track of the order as participants finish the race.

Some race holders provide race packets to participants. The packets usually contain the individual's race number and promotional items you might have collected (coupons, trinkets).

You might choose a time to have packet pickup prior to the race. You can choose a location in the community the evening before the race and allow people to pick up their packets, containing

their race number and their t-shirt if you are providing t-shirts. At this time, you will instruct the participant picking up the packet to sign in on the **Sign-up Sheet** you have prepared for your list of pre-registered participants. This will be an indicator to those at the registration table on race day that the participant has his or her packet and their race number.

Packet and race number pickup can take place the day of the race, also. Participants can sign in and pick up their packet and assigned race number before the race begins. Plan to begin packet pickup at least one hour before the start of the race.

**For race-day registrations, it is very important that along with filling out the registration form and waiver, each person is added to the Sign-in Sheet you have prepared. You will need to add each person's name, age division, and race number by hand to the list of pre-registered participants.** This is important for compiling race results. If you do not do this, you will not know what race number goes with what person when the results of the race are compiled.

### ***T-shirts***

The most popular giveaway for run/walk events is a t-shirt. It is not a requirement to give t-shirts, but participants really enjoy receiving them, even if they are paying a race fee to cover the cost.

You will need to work with an individual or company in your area to develop the logo for your shirt and to get the shirts printed. Most race t-shirts have some type of race logo, the race title, and date. If you have community sponsors and extra funds, you can consider having the logos of your sponsors/partners printed on the back of the shirt.

The average cost of a short-sleeve t-shirt with printing in one color is about \$5 to \$7. However, this cost will vary depending on the company you use and the type of design and shirt you choose.

Ordering t-shirts can be a task that involves some guesswork. In most cases you should order the shirts prior to the race based on the number of pre-registrations you have.

Your pre-registered participants should receive the correct size of shirt, and they should receive first priority for the distribution of shirts. You will then need to estimate how many more you might need and sizes. Be sure to ask the printer if shirts can be printed after the race in case you have more participants than you had planned. It is always better to have more than you need in this situation. Participants appreciate their shirts the day of the race, especially if their entry fee covers the cost.

If you are in a situation where you do not have enough extra funds to risk having a lot of t-shirts left over, consider ordering a conservative amount and only giving t-shirts to the first set number of registrants. For example, if you can only afford to buy 25 t-shirts, then only the first 25 participants who register will receive t-shirts. You could also plan to make t-shirts available only to pre-registered participants. Regardless of how you decide to handle t-shirts, be sure to state the information on advertisements and registration forms. This will also encourage early registration.

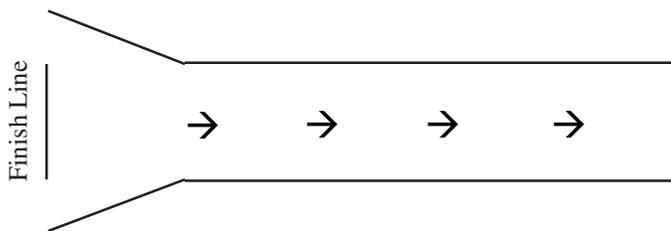
T-shirts should be handed out with packets. This can be done during packet/race number pickup before the race day or on race day.

## **Finish Line and Race Results**

The finish line is by far the most difficult and time consuming task the day of the race. You should assign your most organized, hard-working volunteers to the finish line. The more organized and better trained your volunteers are, the more smoothly the event will go. Keep in mind that if your race recruits some avid runners or walkers, they will be very interested in knowing their final times for the race, so you will need to have this information for them.

### ***The finish line chute***

You will need to borrow or create a finish line chute for your participants to file into so that they will stay in order as they come across the finish line. Below is an aerial view of what a chute might look like. To make one yourself, you will need some type of poles or sticks and heavy-duty string. As you can see, the chute starts after the finish line. It starts wide at the beginning to accommodate several runners/walkers and then narrows down, requiring them to get in a line. You will simply set up your poles/sticks in a shape such as this and connect with the string.



### ***Finish line volunteers and duties***

At the finish line you will need two volunteers.

- The Timer:
  - will have a watch or a stopwatch that began timing at the same time the race officially started at the start line.
- The Recorder:
  - will have a pencil and a clipboard.
  - will have the **Finish Line Time Sheet** [a sheet of paper with numbers listed across the left column (one through the total number of participants) and with an empty column entitled finish time].
  - An example is provided with this guide.

As an individual crosses the finish line the **Timer** will loudly announce the time. As the **Recorder** hears the first time, for example, 5 minutes 35 seconds, he or she will write it (as 5:35) in slot number one. Whenever the **Timer** announces the next time, the recorder will put it in the next slot, continuing on through the page until everyone has finished the race.

**This sheet gives you the order of finishers and the times of each finisher. There is no need to be concerned about race numbers at this time. That will be figured in later.**

At the end of chute, you will need two volunteers

- The Collector:
  - will collect the slips that tear off the race numbers.
  - these slips need to be kept in the exact order of the participants filing through the chute. Collecting needs to be done very quickly. To do this, use a wire clothes hanger that has been separated to allow the Collector to slide the race slips (which will contain the race number) onto it.
  - As the person files through he or she will hand the Collector the slip and the Collector will slide it on the clothes hanger, keeping the slips in the order that the runners/walkers file through.
- The Instructor:
  - will be walking up and down the outside of the chute telling participants to tear the bottom slip off their race numbers, walk quickly, and stay in a single file line.
  - This process allows participants to move more quickly through the chute, as they can hand the Collector their slips and move on.

### ***Bringing the results together***

Now it is time to bring the results together and figure out the top finishers for your race. Those assigned to the finish line will use the **Finish Line Time Sheet**, the **clothes hanger with race number slips**, and the **Sign-in Sheet** from the registration/packet pickup table to do this.

First you will use the **Finish Line Time Sheet** and the **race number slips**.

- Take the first **race number slip** that was placed on the hanger and match it up to the number one slot and time recorded on the **Finish Line Time Sheet**. For

example, now you know that racer number 43 had the first time of 5:35.

- Write the race number next to that finish time slot on the **Finish Line Time Sheet** and continue matching the race slips to the times on the **Finish Line Time Sheet** until each race finish time has a race number assigned to it.

Now you will use the **Sign-in Sheet** from the registration table.

- Take the **Finish Line Time Sheet**, and find the first race number on it. Find that race number on the **Sign-in Sheet** in the column “Race Number.” For example, from the Sign-in Sheet you now know that racer number 43 is John Doe.
- Transfer this race time from the **Finish Line Time Sheet** onto the empty column entitled “Finish Time” of the **Sign-in Sheet**.
- Continue down the **Finish Line Time Sheet**, transferring the race times of individuals onto the **Sign-in Sheet** until you have matched each number and race time with a participant’s name.

Now you have the results of the race. Your **Sign-in Sheet** should be complete with name, race number, age division, finish time, and signature if participants signed in during packet/ race number pickup. This is the only sheet you should need to find the top finishers (those participants with the fastest times) of your event.

## Prizes

As you might imagine, the race results are most important for awarding prizes to the top finishers. You will need to collect or purchase prizes in your area prior to the race. The first step is to decide how many you need. This means that your race participants need to be broken down into age groups. Here is an example of age distribution. Participants will provide this information on the registration form.

- 18-24
- 25-29
- 30-34

- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60+

At first this might seem like a lot of age groups, and it is fine for you to combine ages if you would like less. However, keep in mind that age can sometimes have an influence on race performance and you want to give all age groups the opportunity to win prizes regardless of their age. If you plan to include children in your event, you should adjust the age groups accordingly.

For each prize you give, there will always be a male and female winner. You can choose to do any type of prize distribution that you choose. You might choose only to award the top overall finishers, or you might choose to award the top finishers of each age group. Below is a list of ideas for prize distribution:

- Top finishers overall – male and female (2 prizes)
- Top three finishers overall – male and female (6 prizes)
- Top finisher of each age group – male and female (18 prizes)
- Top three finishers for each age group – male and female (54 prizes)

### *Types of prizes*

Prizes can be of all different forms. They might be donated by area businesses or you might purchase them. They can be in the form of simple certificates of completion, trophies, or ribbons, or donated prizes such as gift certificates, fitness equipment, mugs, etc.

You can choose any combination of prizes. For example, if you choose to award the top three finishers of each age group, 54 prizes is a lot. You might choose to give the top male and female in each age group a trophy or donated prize and then the second and third place finishers a certificate of completion. An example of a certificate is included in this guide.

Once you have the number of prizes you need and you have decided what each prize will be, you can assign each place a prize prior to the race. Another option is to allow winning participants to choose the prize they want if they are receiving something other than certificates.

### ***Awards ceremony***

Prizes are typically handed out at a ceremony after the race. You will use your **Sign-in Sheet** to determine who your prize winners are based on finish time, gender and age. An **Awards Ceremony Sheet** is provided for you to list your top winners. You will transfer the name of the participant from the **Sign-in Sheet** to this page for the award ceremony.

You should wait for everyone to finish the race before starting the awards ceremony. If you are concerned that many of the early finishers will leave before the ceremony, consider having activities available while the race results are being tabulated. You might choose to invite exhibitors from your community partners to set up booths and hand out health-related materials to participants. This will give participants something to do while they wait, make the time go faster, and promote health, all at the same time.

During the awards ceremony, be prepared to give individuals their race times. You may have participants approach you and ask about their time. All of this information should be on your completed **Sign-in Sheet**. Also, consider

posting the race times (by race number, not by name) on a community Website, at your office, or at a community partner's office. You will then be able to refer people to a place to access their race time in case you are not prepared to give it to them the day of the race.

## **Refreshments**

Refreshments after a race are an important part of the event and are oftentimes expected by participants. In some cases funds may not be available to purchase refreshments, but there can be sources at the community level that will donate something as inexpensive as water. Here are a few ideas of things to offer as refreshments at the end of the race:

- Water (bottled, or jugs and cups)
- Sports drinks
- Juices
- Fruit (bananas, oranges, apples)
- Bagels or rolls
- Cereal or granola bars

You should choose at least one volunteer to staff the refreshment table.

Their duties might include:

- Set-up of the refreshment table
- Keeping refreshments replenished
- Cleanup

You will need a separate table for your refreshments.

Also, don't forget napkins and trash cans.

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May 2006

## Meeting Outlines and Agendas

The following information is meant to serve as a guide for the meetings you might hold in planning your community run/walk event. There is no specific timeline associated with the meetings. The timing of the meetings will vary depending on the length of time you have to plan your event.

### **Meeting One (2 hours)**

- Choose a specific date and time for the race.
- Choose the type of race (e.g. one mile, 5K).
- Brainstorm for title of the race and vote on a title.
- Brainstorm options for the location of the event and choose one or two that you will try to book.
- Discuss prizes and giveaways.
  - Will you seek donations?
  - Will you award prizes? How many?
  - Will you give away t-shirts to registrants?
- Make a tentative timeline for the day of the event.
  - Set time for race-day registration and packet pickup to begin.
  - Set time for race to begin.
  - Set a goal for the time the awards ceremony will take place.

### **To do before the next meeting:**

- Assign someone to research the possible locations chosen and book one that is available.
- Assign someone to research possibilities for prizes and t-shirts.
- Assign several people to begin obtaining donations or additional partners for the event.
- Assign everyone to begin thinking about the registration form, age distribution, and waiver. Have everyone bring

possible examples of forms and suggestions for age distribution to the next meeting or decide if you will use the one provided in this guide.

### **Meeting Two (2 hours)**

- Allow time for all those assigned duties at the last meeting to report on their findings.
- Discuss registration and waiver forms. Decide on a format and the components of the form.
  - Choose age distribution.
  - Choose a deadline and fee for pre-registration.
  - Choose a fee and payment method for race-day registration, if there will be an entry fee.
- Discuss advertisement tools and methods.
  - Will you develop posters and brochures? Where will you post them?
  - Will you do any media events to promote the event?
- Discuss possible logos for t-shirts if you will be distributing them.
- Discuss specific supplies you will need for the race and who in the group will provide them:
  - Supplies to create a finish line chute.
  - Bags if you will provide race packets.
  - Paper and copying fees for forms and advertisements.
  - Refreshments for water station and end of the race.
  - Tables and chairs.
  - Clipboards, pens, and pencils.
  - Race numbers and safety pins.

### **To do before the next meeting:**

- Assign someone to finalize the registration form and waiver. Begin printing it if possible and bring copies to the next meeting for group members to begin distributing.

- Assign an appropriate person to develop advertisements.
- Assign an appropriate person to develop a t-shirt design and get estimated pricing.
- Assign several people to research the means of obtaining specific supplies.
- If applicable, assign several people to continue seeking donations and to take over the creation of the race packets/bags, including obtaining race numbers.
- Finalize and confirm all duties of group members for the race day.
- Discuss the week and day before the race.
  - Who will be picking up donations, refreshments, tables, chairs?
  - Who will organize prizes for distribution?
  - Who will assign race numbers, put together packets?
  - Who will type up the Sign-in Sheet with pre-registered participants and bring all supplies such as registration forms, waiver forms, and forms for the finish line?

### ***Meeting Three (2 hours)***

- Allow time for all those assigned duties at the last meeting to report on their findings.
- Finalize advertisement tools and methods.
- Assign who will be responsible for what regarding supplies and equipment.
- Identify possible volunteers for the race day and discuss a time for a volunteer meeting.
- Refer back to the timeline you developed at the first meeting. Take time to revise it, going into more detail.
  - Discuss start line, mile markers, water station, finish line, refreshments, and awards ceremony.
  - Confirm who will be responsible for each area.

### **To do before the next meeting:**

- Assign group members to distribute advertisements and contact media regarding the event if applicable.
- All group members distribute registration forms.
- If possible, place order for t-shirts based on number of pre-registrants.

### ***Volunteer Meeting (1-2 hours)***

- Assign duties to each volunteer and take the time to go over the responsibilities of their duties in detail.
- Consider visiting the race site so volunteers can get a visual of where they will be the day of the race.

### ***Meeting Four (1 hour)***

- Report on the number of pre-registrations thus far.

### **To do before race day:**

- Assign someone to organize prizes so you will know how they will be distributed at the awards ceremony.
- Assign several people to put together race packets, assign race numbers, and compile the Sign-in Sheet for pre-registered participants.
- Consult the Race-day Checklist provided with this guide to confirm that all is completed.

### ***Follow-up Meeting (after the event occurs)***

- Take care of any business needed to complete the event
  - Mail prizes to winners who did not stay for awards ceremony.
  - Discuss posting of race times for participant access. Consider sending them to a local newspaper. (Post by race number, not name.)
  - Compile participation results.
    - Number participating
    - Age and gender distribution.
    - Discuss any comments made by participants or volunteers.
- Have an open discussion about the pros and cons of the event.
- Discuss if you will hold another event, and if so, when to get started!

## Race Day Checklist

### Registration

- Tables and chairs
- Two volunteers
- Pens and pencils
- Clipboards
- Blank registration and waiver forms
- Sign – in sheet
- Race packets (with race numbers and safety pins) and t-shirts prepared for pre-registrants and extras for race-day registrants
- Change, if needed, for those paying with cash

### Race Course

- Medical emergency crew on-site
- Police present to block roadways if necessary
- Start line and announcer
- Volunteers for mile markers (at least at miles 1, 2, and 2 ½ )
- Water station – table, cups, water, two volunteers, trash cans (preferably at mile 1 ½ )
- Cleanup crew for trash left from water station

### Finish Line

- Marked finish line
- Racers chute to keep finishers in line or equipment to make one
- Four volunteers – a timer, recorder, collector, and instructor
- Clipboard and pencil
- Watch or timer
- Clothes hanger for collecting race slips
- Finish Line Time Sheet

### Prizes

- Prizes organized for distribution
- Two volunteers – one to announce winners and one to hand out prizes

### Refreshments

- Table
- Napkins and trash cans
- Coolers and ice if providing bottle drinks
- Food – fruit, bagels/rolls, granola bars
- One volunteer
- Cleanup crew

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.





**UNIVERSITY OF KENTUCKY  
COOPERATIVE EXTENSION SERVICE  
ASSUMPTION OF RISK, RELEASE AND WAIVER FORM  
Community Run/Walk Event**

**Age Division:** 18-29\_\_\_ 30-39\_\_\_ 40-49\_\_\_ 50-59\_\_\_ 60+\_\_\_

**Gender:** Male\_\_\_ Female\_\_\_

I am aware that participating in the **Run/Walk** can be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risk of participating in the above event include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, aggravation of underlying diseases which could result in illness such as a heart attack or stroke, and serious injury or impairment to other aspects of my body, general health and wellbeing. I understand that the dangers and risk of participating in the above event may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy living.

Because of the dangers of participation in the above event, I recognize the importance of following rules and regulations established by the University of Kentucky and agree to obey such instructions. I acknowledge that I am in good physical condition and do not know of any condition or reason that I should not be able to participate in the Run/Walk. I recognize and acknowledge that the University of Kentucky Cooperative Extension Service does NOT carry special health insurance that would provide such special insurance coverage for me in the event I should sustain an accidental injury while participating in the Run/Walk.

I understand the risks involved in this activity and I am voluntarily participating in the **Run/Walk**. By my signature below, I hereby recognize and **assume all risks** associated with playing **Run/Walk, waive any claim** that I might have arising out of this activity, and agree to **release and hold harmless** the University of Kentucky, its employees, agents, representatives, and volunteers harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney's fees, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the event of **Run/Walk**. The terms hereof serve forever as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

The invalidity of any portion of this Agreement shall not affect the remaining portions.

**In signing this Waiver, I acknowledge and represent that I have read it, understand it, and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from this Waiver have been made.**

\_\_\_\_\_  
(print name) Date\_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Address)

If under 18 years of age, Signature of parent or legal guardian \_\_\_\_\_

**IT IS STRONGLY RECOMMENDED THAT EACH PARTICIPANT IN THIS PROGRAM PURCHASE INSURANCE WHICH COVERS ACCIDENTS, WHICH MAY OCCUR DURING PARTICIPATION IN ACTIVITIES.**

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.





**Finish Line Time Sheet**

Finishing Place	Finishing Time	Race Number (For use when compiling results)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Finishing Place	Finishing Time	Race Number (For use when compiling results)
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

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**Award Ceremony and Prizes**

This section will allow you to list the prize winners for your race. Simply insert the name, race time, and prize of the winner for your awards ceremony. If you choose to use different age groups you can use this sheet as a model to develop your own.

At the awards ceremony you can announce the winners by following the example below.

“Our overall top female finisher is ( insert name ) with a race time of ( insert time ). She will receive ( insert name of prize ).  
 Congratulations ( insert name )!”

<b>Age Group</b>	<b>Category</b>	<b>Name</b>	<b>Race Time</b>	<b>Prize</b>
Overall	Top Overall Finisher – Female			
Overall	Top Overall Finisher – Male			
Overall	2 <sup>nd</sup> Place Overall Finisher – Female			
Overall	2 <sup>nd</sup> Place Overall Finisher – Male			
Overall	3 <sup>rd</sup> Place Overall Finisher – Female			
Overall	3 <sup>rd</sup> Place Overall Finisher - Male			
<hr/>				
60 +	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			

<b>Age Group</b>	<b>Category</b>	<b>Name</b>	<b>Race Time</b>	<b>Prize</b>
55-59	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
50-54	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
45-49	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
40-44	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
35-39	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			

<b>Age Group</b>	<b>Category</b>	<b>Name</b>	<b>Race Time</b>	<b>Prize</b>
30-34	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
25-29	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			
18-24	1 <sup>st</sup> Place Female			
	1 <sup>st</sup> Place Male			
	2 <sup>nd</sup> Place Female			
	2 <sup>nd</sup> Place Male			
	3 <sup>rd</sup> Place Female			
	3 <sup>rd</sup> Place Male			



# Certificate of Completion

This certificate is awarded to \_\_\_\_\_

for successful completion of the \_\_\_\_\_

on \_\_\_\_\_

*Date*

***Congratulations!!***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**UK**  
UNIVERSITY OF KENTUCKY  
Health Education  
through Extension Leadership

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## Race Evaluation

Please indicate how much you agree or disagree with the following statements by circling the appropriate number.

1 = Strongly disagree   2= Disagree   3= Neutral   4=Agree   5= Strongly agree

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. This event was well organized.   | 1 | 2 | 3 | 4 | 5 |
| 2. This event was well advertised.  | 1 | 2 | 3 | 4 | 5 |
| 3. The course for this event was appropriate for my fitness level.            | 1 | 2 | 3 | 4 | 5 |
| 4. I liked the prizes offered to the top finishers of this event.             | 1 | 2 | 3 | 4 | 5 |
| 5. The amount of awards and age groups for awards was satisfactory.           | 1 | 2 | 3 | 4 | 5 |
| 6. I will participate in a race such as this again.                           | 1 | 2 | 3 | 4 | 5 |
| 7. Community physical activity events, such as this race, are of value to me. | 1 | 2 | 3 | 4 | 5 |
| 8. Community physical activity events motivate me to be physically active.    | 1 | 2 | 3 | 4 | 5 |

Is this your first community run/walk event?

What did you like best about this event?

What would change to make this event better?

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