

Draft Timeline

Date	Details	Status
JANUARY		
	Book Health and wellness expo location Review Budget Lead Committee meeting	Ski Haus
FEBRUARY		
	Begin Vendor solicitation Service Contracts Request use of Courthouse Lawn with Helena Permits Lead Committee meeting	Health and Wellness Expo booths, yoga, stretch, gyms, band, food Tents and tables , porto's, trash, sound, race timing, announcer, buses, traffic control, fencing, photography, emergency services, communications, ice trailer, waters for aid stations , cones w/ City use 2017 letter as a template Submit all City and County Permits
MARCH		
	Sponsor fulfillment meetings Reach out to Steamboat Rugby Order Supplies Lead Committee meeting	Rugby helps with event setup and tear down Volunteer t's, race t's, awards, cups, etc.
APRIL		
	Presenting Sponsor Communication Review supply lists Confirm packet pick up venue Follow-up on permits if you have not heard anything Confirm day of service contracts Recruit volunteers Lead Committee meeting	Touch base with BOW re: numbers and final branding activations Order supplies as needed Ski Haus, confirm layout Finalize maps for traffic control & toilets
MAY		
	Post liquor license Announcers script Packet pick-up expo booth communications Sponsor fulfillment check in Confirm food timing with Qdoba Confirm cones Confirm supplies Lead Committee meeting	This must be posted by May 1 Created announcer script. Work with Chamber to solicit sponsor blurbs Set-up times, confirmations, booth layout position Confirm cones from City, and layout of cone drop offs Tables, chairs, tents, aid station supplies, finish line supplies, stage supplies, volunteer t's, race t's, awards, merch, cups, etc.
RACE WEEKEND		
Monday-Wed	Organize all supplies	
Wed or Thurs	Load supplies into box trucks	I liked to do this Wednesday or Thursday of race week
FRIDAY		
AM	Supplies Set up for Race Check-in/expo	Finish loading all supplies, take supplies over to Ski Haus
10am	Vendors arrive	Get vendors to assigned set-up locations for expo
12 noon	Race Check-in opens	
5pm	Race Check-in closes	
Friday pm/Sat AM	Get committee breakfast, snacks for check-in volunteers	Safeway
Saturday		
before 8am	Aid station and committee supplies	
before 8am	Coning /Signing	All cones and no parking signs set out on Lincoln and 5th to alley and 6th to alley
8am	Committee Meeting	Committee arrives at Chamber to pick-up supplies (this could be moved to Friday am if you want)
8am	Vendor set up at Ski Haus	
10am	Race Check-in/expo opens	12pm-5pm
afternoon	get lunch for volunteers	usually just party sub from Safeway and some chips, fruit, etc.
5pm	Check-in closes	breakdown all supplies, clean up, etc.
RACE DAY		
5am	Lincoln Ave closed	City of Steamboat closes the street
5am-7am	Finish festival set-up	Finish line, Awards tent, baggage area, post race food, Fun Run area
5:45am-6:15am	Full Marathon buses load	Paul loads the buses with help from volunteers
6:00am-6:30am	Half-Marathon buses load	Paul loads the buses with help from volunteers
7:26am	Play National Anthem	10K lines up on 5th
7:30am	All races begin	7.30am - 2pm: Awards 10K 9am Half 10am Marathon 11.30am
8ish-9ish	Bag trucks drop bags at Courthouse	Organize all bags into sections by bib #
8:30ish	First 10K finisher across the line	

10:30 Registration Opens for Fun Run
11:45 Fun Run Starts
1:00pm All courses close
1:00pm Begin event breakdown
Break down

POST-EVENT

Race day equipment inventory
Merchandise inventory
Return sponsor banners
Event reviews/sponsor reports
Thank you

Check that all equipment has been returned to storage