



A Subsidiary of GHGtiming

TimingSpot Basic Services

- Bib tag disposable Timing System (s)
 - mat based system that can also be used as an overhead system for event needs
 - redundancy so results are not lost
 - results posted live to the web instantly
 - text messaging and live tracking
 - Prepare and program bibs
 - assign bib numbers to participants
 - work out delivery/drop off or pickup of bibs
- Tents and Tables for setup of **our own finish line** equipment
- TimingSpot race bibs are included
- Generators to power our equipment
- Finish line feather banners
- Finish line clock
- Blue crowd control fencing (12 feet of finish line) or Large Cones and retractable crowd control flagging (12 feet of finish line) to provide crowd control and lanes for finishers
- Customizable race certificates
- We have timed bike events/triathlons/road races/lap events/track events/half marathons and events with multiple split points
- Our crews are well trained and can adapt to the challenges of races
- Workers to handle all timing and setup of finish area
- Workers to handle data entry/registration for the event on race day
- We can handle same day credit card transactions (cellular service is necessary)
- We can provide the service to create your online portal to capture online registrations
- We do the data entry for the event but you must supply workers at registration and pre-registration
 - We suggest 2 people for pre-reg and 3 people for same day for events of 200-300 people (more are needed as numbers increase)
 - You need to have people collecting cash/checks and monitoring registration forms
 - We do not collect cash. You will need to collect all monies.



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Additional Services

- Providing additional people to run the registration table
- Provide lead cyclists for leading the participants on the course
- Instruct volunteers
- Take volunteers out to appropriate locations
- Provide workers for and setup water stations
- Create custom bibs for your event at the cost of customization and cost of printing
- Finish clock is provided at the finish line. Additional clocks for splits and mile markers are available
- 20 foot large inflatable (weather permitting) finish arch
- Trussing structure for banners if needed (can span 4 lanes) (weather permitting)
- Blue crowd control (200 feet) fencing
- Video upload available to show people finishing
- Multiple PA/Music systems are available (combined into one system or single stand alone)
 - We can provide music but suggest you bring music that is appropriate for your event
 - We supply all the cabling for the speakers
- Complete race director services
- Bike racks for triathlons
- 500 traffic cones
- Water coolers



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Marketing

- Our online portal system is one of the largest in the country that will improve your search results on Google etc.
- Online registration portal merges directly with our software for easy integration
- We offer information on how to do Facebook ads and improve your presence through social media
- Coupon codes are available
- Team registrations/Group registrations
- Wide variety of fundraising capabilities
- Corporate team capabilities
- Your event is posted on our Upcoming Events page and promoted through TimingSpot and RegistrationSpot
- Email prior registrants and present registrants to promote the event
- Post event emails are also available as needed
- Online service provides verification of registration
- We have a variety of Marketing materials on race day that promote/point registrants to race results

Race Organizer Responsibilities

(We can provide race director responsibilities but these items are not included in the cost of race timing.

Race organization duties are at an additional cost)

- Volunteers
 - 1 at each turn on the course
 - 2 people per water stop
 - 3-5 for pre-registration and same day registrations
 - 2 people for shirts
 - 2 people for awards
- Course measurement
- Contact with police and coordinate with them on race day
- Possible payment to police
- Getting the correct permits needed for the event (parade permits)
- Help with branding and sponsorship recommendations
- Order Port-O-Potties (1 per 150 runners)
- Order tables, chairs and tents if necessary
- Work with organization to create registration form with waiver included
- Reserve ambulance service if needed
- Reserve USATF insurance if needed
- Help organize vendors and setup locations for vendors
- Reserve music and staging for the event if necessary
- Ordering awards
- Provide water stop(s), coolers and cups needed (also include garbage stands for cups and pitchers for pouring)
- Setup the cones on the course the day of the event
- Provide a lead cyclist (larger events may need 1 for male 1 for female lead runner)
- Send information to the running stores in Greater Cincinnati
- Help cover race day registrations and pre-registration
- Assist at packet pick-up
- Course planning
- Bringing or coordinating with the event food and beverages at the finish line
- Workers comp for police coverage (small fee but need to cover each officer)

Expenses to Consider

- custom or generic bibs
- types and cost of medals
- police
- ambulance service
- Port-O-Potties
- rental of tables/chairs/tents
- USATF Insurance
- Parade Insurance
- coverage of police insurance
- Food and beverages
- Giveaways (t-shirts, bandannas, goodie bag)
- Sponsors
- Advertising

Race Director Checklist

1. Cups, rakes, shovels, garbage bags, coolers
2. pitchers, man in the can fold up garbage boxes
3. drinking hoses, nozzles, permission to use location
4. sanitary gloves
5. truck needed for supplies, food, etc.
6. need to put USATF in waiver
7. parking restrictions: need to be put up? And put on production to take down
8. schedule ambulance
9. volunteers: coordinator and how will they get out on course (assignment)
10. awards and age groups and is there an award ceremony
11. food - what and who will bring
12. course certified and course map
13. production schedule for coning, etc.
14. ambulance at start, finish and on course
15. certificates of insurance for everyone
16. portable restrooms at start/finish and on course
17. Gun for start
18. Stopwatches
19. Clipboards for late registration
20. Flags: Pre, Late, Info, Awards, Start, Finish, Volunteers
21. Reg. forms
22. Pens or pencils
23. markers at registration to mark bags at packet pick up
24. Course map on poster

25. Tables: registration and water stop
26. Chairs
27. Tents and weights
28. Zip ties
29. Duct tape, scissors, first aid kit
30. Banners and rope
31. my banner holder
32. Reg. area – gone over – where will typist be
33. pens, make check payable sign, course map
34. Race bibs: need to hold #1 for anyone?
35. lists for checking - Don's infamous first name list
36. tshirt count of pre so you can separate pre
37. Pins
38. cash box
39. Race cash
40. Check payable sign
41. Speakers to bring
42. Course cone production schedule
43. Course map for coning
44. Bike(s) for leading the race
45. Large speaker needed or sound company with truss
46. Drawing – are they doing and how: Carol or timing company
47. Truck lock and keys
48. Fun run ribbons and where to do it
49. tshirt bags for packet pick up
50. Umbrellas or raincoats for vol on course
51. cones needed for course?
52. paychecks for help and/or police and/or ambulance
53. who is opening restrooms or water spicket or gate