

Job Description



Chairperson: 5K Fun Run & Walk for Education

With guidance from the previous Chairperson, works with the St. Rita School 5K Fun Run & Walk for Education (“5K”) committee to solicit sponsors, design and order T-shirts, publicize event, sign up families and other runners, reserve venue, procure prizes, and organize event day activities.

5K Timeline

Summer

- Firm up date and venue
- Secure all relevant permits
- Contact Pacer’s and DC Road Runners and place on calendar
- Contact Police
- Register applications with ACTIVE
- Send out solicitation letters and secure volunteers for call backs

September

- Make arrangements for timing - chips or hand helds
- Secure CPR certified first aider
- Ambulance notification
- Update all forms and post to website
- Contact refreshment vendors and secure volunteer for refreshment set up

- Talk with art teacher and secure volunteer to run t-shirt contest and order shirts
- Secure volunteer to organize registration forms
- Secure volunteer to organize packet pickup

30 Days Prior to Event

- Send t-shirt artwork to Teamworks. Turnaround time for t-shirts is approximately 2 weeks.
- Order water bottles
- Secure PA system

Registration Due Date

- Give volunteer registration forms for organization
- Create registration spreadsheet
- Assemble race packets, including numbers, map, parking pass, pins, etc.

Manpower requirements

- PR/Marketing
- Solicitation mailing
- Phone-a-thoners
- Database and printed materials
- Race bags
- Sineage
- T-shirts
- Item pick up
- Course
- Registration
- Packet pick up
- Refreshments
- Timing
- Prizes
- Noodles contact