

## **VIII. RACE EVENT PLANNING TIMELINE & CHECKLIST**

### **120-365 DAYS PRIOR TO RACE EVENT**

- Visit [www.pavingtheway.com](http://www.pavingtheway.com) to find out about construction that could impact the race
- Check to see what other activities are scheduled on the proposed date of your race
- Select a date
- Contact City Divisions to discuss plans for the race
- Prepare race budget
- Obtain city permit applications
- Secure funding
- Post the race date, location and contact information on area web sites and event calendars

### **90-120 DAYS PRIOR TO RACE EVENT**

- Secure liability insurance
- Request permission for selling alcohol on city property
- Consult with Columbus Public Health, License Section, and Div. of Fire regarding vending
- Verify park, trail and/or street availability and restrictions
- Recruit vendors
- Recruit volunteers

### **60-90 DAYS PRIOR TO RACE EVENT**

Begin logistical arrangements:

- Identify streets or trails to be closed
- Obtain electrical contractor and file for necessary city permit
- File city race event application and pay fees
- File temporary alcohol permit with State of Ohio, Division of Liquor Control
- Rent portable restrooms
- Develop a recycling plan
- Rent waste water collection tanks, grease and ash containers for vendor waste
- Rent tents and file for necessary city permit
- Rent traffic barricades and equipment
- Rent tables and chairs
- Rent communications equipment (radios/cell phones)
- Rent golf carts

### **30-60 DAYS PRIOR TO RACE EVENT**

- Obtain property owner signatures on Street Closure Application (road races only)
- Obtain and file Certificate of Liability Insurance

- Arrange temporary water service for filling tent barrels and for vendors
- Arrange street sweeping services (road races only)
- Develop a detailed course and/or site map
- Verify accessibility for persons with disabilities and arrange handicapped parking
- Develop an emergency plan and submit to the Division of Fire for review
- Locate parking for vendor support vehicles, race staff, volunteers, VIP's and performers
- Secure police
- Arrange first aid and emergency medical services

Arrange litter/site management:

- Secure temporary trash receptacles and liners or recycling containers
- Rent dumpsters
- Secure labor/volunteers to perform clean up

### **30 DAYS PRIOR TO RACE EVENT**

- Meet with ALL CITY DIVISIONS regarding operations and services
- Confirm all city requirements have been met and permits obtained
- Confirm use of park and street electricity

### **15 DAYS PRIOR TO RACE EVENT**

- Hand deliver "Notification of Intent" to all properties directly affected along course (for all road or combination courses only). A copy must be submitted to CRPD Office of Special Events.
- Confirm arrangements and equipment for street closures
- Notify Central Ohio Transit Authority of streets to be closed
- Notify affected occupants along course
- Confirm arrangements for police (traffic officers, cash control, crowd control and security)
- Confirm details of temporary water service
- Confirm installation of electric equipment
- Confirm delivery time and drop-off location for all services/rentals
- Confirm arrangements for First Aid and emergency medical services
- Print race signage
- Notify Fire Prevention Bureau, Columbus Public Health and License Section of need for food vendor inspections
- Issue parking passes, vehicle access passes, and credentials

## **PLANNING FOR SUCCESS CHECKLIST**

***Did you...***

**\*All listed phone numbers are (614) area code**

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|------------------------------------|---------------------------------|
| 1. Develop a race event budget?    | Set aside funds for emergencies |
| 2. Arrange use of a park facility? | Recreation and Parks - 645-7855 |

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|--------------------------------------------------|----------------------------------------------|
| 3. Verify insurance coverage required by City?   | Recreation and Parks - 645-7855              |
| 4. Obtain a Temporary Event Permit?              | Division of Fire - 645-7641x5602             |
| 5. Obtain a Marine Event Permit?                 | Recreation and Parks - 645-3337              |
| 6. File a Tent Registration?                     | Building & Zoning Services Dept. 645-4685    |
| 7. Obtain an Electrical Permit?                  | Building & Zoning Services Dept. 645-4685    |
| 8. Get a Fireworks/Pyrotechnics Permit?          | Division of Fire - 645-7641x75602            |
| 9. Get a Temporary Food Service Permit?          | Columbus Public Health - 645-7005            |
| 10. Obtain a Commercial Sales/Promoter License?  | License Section - 645-6009                   |
| 11. Obtain permission for alcohol sales?         | Recreation and Parks - 645-3335              |
| 12. Arrange use of parking meters?               | Parking Violations Bureau - 645-4070         |
| 13. Obtain temporary water service?              | Division of Water - 645-3034                 |
| 14. Arrange for power to support street vendors? | Division of Power - 645-7688                 |
| 15. Hire special duty police?                    | Division of Police – 645-4844                |
| 16. Arrange EMS or first aid providers?          | Division of Fire-EMS – 645-221-3132#75010    |
| 17. Arrange for refuse/recycling containers?     | Refuse Collection Division - 645-5930        |
| 18. Get enough trash bags/liners?                | Change liners often during events            |
| 19. Create signage?                              | People need to know basic locations          |
| 20. Obtain sound equipment?                      | Sound does not carry well outside            |
| 21. Rent portable restrooms?                     | Labor/staff need access to facilities        |
| 22. Secure sufficient parking?                   | Parks have limited parking - rent extra lots |
| 23. Arrange for street cleaning?                 | Street Maintenance Operations - 645-7999     |
| 24. Obtain staff for ground maintenance?         | Events require constant ground attention     |
| 25. Secure fire extinguishers?                   | Fire Division requires these in tents, etc.  |
| 26. Plan race access for the disabled?           | Restrooms, parking, seating, ramps, etc.     |
| 27. Recruit enough volunteers?                   | Get twice as many as you think you need!     |
| 28. Develop an emergency plan?                   | Tornado, blizzard, thunderstorm, fire, etc.  |
| 29. Develop a detailed site map?                 | A must in parks, a strategic foundation      |
| 30. Recognize sponsors and supporters?           | Essential for starting next year's race      |

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## Conclusion

Planning a successful race event takes a tremendous amount of time, energy, money, and organizational skill. As a Race Coordinator you are responsible for all aspects of the race event. The above lists were intended to be used as a guide, but are by no means all-inclusive as every race event is different. Several things you can do to create a successful race event include developing a dedicated, experienced committee, consulting with all involved city departments, keep all details organized, and verifying all plans and arrangements.

It is our goal to assist Race Coordinators and organizing committees in planning safe and successful race event that create a minimal impact on the communities surrounding the race course while providing fun and enjoyable experiences for the residents of Columbus. On behalf of the City of Columbus, we thank you for contributing to the spirit and vitality of Columbus through the staging of your race event in Columbus. Best wishes for a successful race event!

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