**APPLE RUN TIMELINE**

(Printable pdf) (Download MS Word File)

**May:**

* Middle School Facilities Use Rental submitted BHBL CSD website, online?
* Sponsor letters mailed: need copy, and list
* Timing Company: AREEP cc order

**June:**

* USTAF Insurance; insurance for what? cc order/invoice
* Create spreadsheet for race sign ups- Tom can create a blank
* PR: Create Race application (Chris Nyhan will help) need cc; make sure to include sponsors logos on form (all the sponsors?);
* PR: Sign up with Active .com for registration (runner registration? race registration?)need cc
* PR: Update Rotary web site with current application form
* PR: List Race on Runner Sites (need webpage names and info to be entered)
	+ HMRRC
	+ Saratoga Stryders
	+ Fulton Montgomery RR Club
* PR: Set dates for Rotary meetings: 1 to label mailings (July), 1 to stuff goodie bags (Monday before race); contact President Elect for dates.
* PR: Social media: twitter (whose?) FB-ours? anybody else’s? we can post on other club pages; update club web site home page to feature the AR
* PR: Advertising: Adirondack Sports&Fitness (2 month ad)
	+ Gazette-community page
	+ TV?
	+ Hometown-August edition Apple Run 5k

Need addresses of above and sample ads

**July:**

* PR: Combine last years entry list with this years Charlton 5K list (why?-for email blast?)
* PR: Print labels for mailing (mailing what? where does the list come from?)
* PR: Copy application forms for mailing and elementary school distribution; need copies and does the form going to the elementary school need district approval?
* PR: Get large and small signs updated by AJ signs (need pix of the sign or copy of what is put on sign); how iinvoiced?
* PR: Bring all material to meeting for mailing (what material?-labels and postcards?)
* Safety: Form committee to determine safety issues and how to deal with them (Ken).
	+ Review last years race for issues that came up or procedures to modify.
	+ Review:
		- Do we need detours?
		- Do we need more volunteers? Minimum #
		- Fire Department-what about them? phone #?

**August:**

* Contact t-shirt company: what information do we give them and/or request?
* Art for tshirts: check with Gini re: criteria
* PR: Send email blast to all on the combined Apple Run and Charlton 5K list; need copy of email
* PR: Contact sponsors for race bag donations (contact how? what are we asking for need copy)
* PR: Place race signs in Glenville (where?)
* Safety: Contact: State police phone #?
	+ Glenville police phone #
	+ Saratoga County Sheriff phone #

What are we asking for? Is it just a notification?

* Contact Ham operators- are there any we usually contact?
* Contact Ballston Lake Emergency Squad- what are we asking for?

**September:**

* Door Prizes: ? buy? solicit? how?
* Order Bib#s, spray chalk, pins, from Rainbow Racing; cc order/invoice
* Order awards from Goldstocks (early Sept); pictures, engraving sample
	+ cc order/invoice
* Create Label for bibs: sample, what size? how many; who does it?
* Order food for Race Day: Dino’s, Apple from FoCastle, bagels from PC need amounts, cost, how paid for
* PR: Re-send email blast to combined Apple Run and Charlton 5K list mid months
* PR: bring all goodie bag material to RC meeting the Monday before the race
* Safety: ensure committee members have schedule, course map and station locations
* Ask club members to sign up for tasks the night before and day of the race-need copy of sign up sheet?
* Proof of Rotary Insurance for School District?

**Week before the race**: check with Middle School (Who? Number? Email?) to see if can set up in cafeteria the night before

Friday night before the race:

* Set up the Finish Line
* Mark out the Fun Run Mile
* Pick Up pizza, apples
* If possible, set up cafeteria- need floor plan

**Day of the race**

* Safety:
	+ Cone the road
	+ Place course monitors
	+ Place Ham operators
	+ Sweeper care at the end of the race
	+ Set up detours
	+ Safety meeting of all course monitors: items reviewed

The day of items need to be fleshed out