

## Host Site Responsibilities

- Identify Race Volunteers for each site:
  - Race Director—responsibilities include all race day administration
  - Race Marketing Coordinator--responsibilities include sponsorship and marketing

We recommend that the Race Director and Race Marketing Coordinator each have a three member volunteer staff to assist in their responsibilities.

- Secure the Race Venue
  - Determine 5K Running Course
  - Determine 3K Walking Course
  - Secure Proper Event and Special Permits
- Local Promotion of Race
  - Various Media Methods
  - Online Runner Calendars
  - Distribute Brochures and Posters (provided by Bright Hope)
- Develop Local Corporate Sponsorships
  - Event Financial Support
  - Event Food/Water/Award Donations
- Recruit and Train Volunteers
  - Pre-Race
    - Registration/Donation Administration
    - T-Shirt Administration (Sizes for Order)
  - Race Day
    - Donation Administration
    - Course Set Up/Race Marshalls
    - Race Timing
    - Traffic Control/Parking/Logistics
    - Food Table Volunteers
    - Water Stations
    - Event Photography/Videography
    - Security
- Event Site Preparation & Clean Up
  - Tents
  - Porta Johns if needed
  - Ambulance/paramedics and first aid station

# Run for Hungry Children Organization Chart

