



# Coordinating an employee 5K event

Demonstrate commitment to employee health, encourage physical activity, and unify the workplace.

Organizing a 5k is manageable if you allow yourself enough time for planning and approach. The following recommendations can help guide you through the planning process.

## Pre-event Planning

Establish a strong committee of 5 to 12 members

- **President/Vice President**—designates goals, schedules meetings
- **Secretary**— records all notes, develops registration table system and set-up, prepares registration packets, assembles giveaways and trains volunteers to assist in tasks as needed
- **Treasurer**—tracks and maintains event budget and donations
- **Design Director**—creates (registration, waiver, etc.), print materials, race map, brochures, logo, posters, flyers, signs, etc
- **Public Relations**—logistics and volunteer coordination as needed

## Event Planning Details

- Date and time
- Event location
- Accessibility to ample and easy parking
- Accessibility to restrooms
- Safety
- Permits
  - Get necessary permits from city/park department, police and traffic authorities, etc.
- Goals and theme
- Budget development
  - Prizes/awards
  - Food and water needs (if not donated)
  - Tents, tables, chairs, booths, trash cans
- Day-of-event activities (safety pins, bibs, pens etc.)
- Security and emergency services
- Registration logistics
- Marketing
- COVID-19 considerations
  - Adhere to local and state guidelines and mandates
  - Encourage social distancing
  - Provide face masks for use in lines and crowded areas
  - Discourage athletes, staff, and volunteers from attending if they have recently tested positive or present symptoms of COVID-19.

