



## Race Calendar Publishing Standards: First Year Event Form

In order to be listed on the runLawrence race calendar, the race director will need to print out and complete this form, and return it to: runLawrence, 2223 Westchester, Lawrence, KS 66049, or email a scanned or pdf file to [runlawrence@gmail.com](mailto:runlawrence@gmail.com). Please include a printed copy of your event brochure or a link to an on-line page.

1. The race is as advertised. Information is accurate, and every effort is made to do what has been stated.  
(YES\_\_\_ NO\_\_\_)
2. Safety of runners is a priority. The run route and monitoring of the course make it safe for runners. Adequate monitors are at key points, and appropriate traffic control is planned. A safety plan is in place, which includes providing for emergency assistance, adapting to adverse weather conditions, and a communication system between volunteers. (Please describe your course below. Describe the location of volunteers, traffic control, and other plans relating to runner safety).
3. We have (or will have) adequate liability insurance. (YES\_\_\_ NO\_\_\_). Please list the organization from which you are obtaining your insurance.
4. Plans are in place to ensure that runners follow the correct route. The race course is clearly marked. This includes a clearly marked starting and finishing line. Please describe below your plans for ensuring that runners follow the correct route.

Is your race course USATF certified? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please describe how you measured your course.

5. Aid stations are properly staffed and stocked so that all runners at each station and the start/finish have fluids available. Aid stations are appropriately planned for the race distance and time of year. An adequate number of restrooms is provided for participants

