Race Organizer's Checklist

Event Name: _____   Event Date: _____

One year prior	
Design course & seek city, community and or landowner's approval	
Seek support of local cycling clubs & potential sponsors	
Send bid to the ABA	
Four months prior	
Confirm race headquarters (official hotel, hall or camping)	
Confirm timing system or hire a timing company	
Seek volunteers, first aid, etc.	
Six weeks prior	
ABA appoints event commissaries	
Finalize the courses	
Send technical guide & poster to ABA	
Contact chief Commissaire	
Develop emergency action plan (EAP) & inform hospital or fire department	
Confirm arrangements for Food & Drinks	
Confirm sound system & announcer/colour commentator	
Confirm Porta-Potty Reservations (if required)	
Four weeks prior	
Confirm Commissaire travel/accommodation arrangements	
Notify neighbors (especially for road races) of the date and time of event	
Contact local media	
Confirm volunteers, first aid, etc.	
One week prior	
Course recognizance to ensure readiness	
Trail maintenance or road sweeping/inspection as necessary	
1-3 days before Race Day	
Mark the course	
Brief chief Commissaire and volunteer groups	
Race Day	
Final course check with chief Commissaire	
Post Race	
Awards presentation	
Take down course marking / extensive cleanup of area	
Results and injuries report to ABA	
Pay Commissaires' expenses	