

The Evergreen Chapter, AMCA

Road-run Guide for Dummies

The Evergreen Chapter recognizes a need for a basic guide to successfully host a National or other large road-run event. We have published this guide so that others may learn from our experience and mistakes. Use it, alter it, burn it...it's yours for better or worse.

Personnel:

Chapter Primary Event Coordinator (the go-to person for all questions)

Primary Event Coordinator contact information:

Email: _____ Phone: _____

Event Map Maker: _____ Contact: _____

Daily Ride Surveyors:

Day 1 ride: _____ Contact: _____

Day 2 ride: _____ Contact: _____

Day 3 ride: _____ Contact: _____

Chase Truck Drivers:

Day 1 ride: _____ Contact: _____

Day 2 ride: _____ Contact: _____

Day 3 ride: _____ Contact: _____

Chase Truck Helpers:

Day 1 ride: _____ Contact: _____

Day 2 ride: _____ Contact: _____

Day 3 ride: _____ Contact: _____

Lunch, day 1 manager: _____ Contact: _____

Lunch, day 2 manager: _____ Contact: _____

Lunch, day 3 manager: _____ Contact: _____

Banquet manager: _____ Contact: _____

Host hotel manager: _____ Contact: _____

Goodie bag manager: _____ Contact: _____

T-shirt manager: _____ Contact: _____

Budget manager: _____ Contact: _____

Registration manager: _____ Contact: _____

Calendar of Work

1-year prior: _____
6 months prior: _____
3 months prior: _____
2 months prior: _____
1-month prior: _____
4 weeks prior: _____
3 weeks prior: _____
2 weeks prior: _____
1-week prior: _____
1-day prior: _____

Within 1 month after: evaluate, congratulate, and send out thank yous.

Budget

Lunches
Banquet
Chase Truck
Hospitality
Rides
Host Hotel
AMCA \$
Goodie Bags
Maps
T-shirts

Registration

Develop form
Advertize event
Rider fee
Passenger fee
Early registration discount and cut-off date
Late registration fee
Rider, passenger age
Bike: how far ridden, how far hauled
Where to send form
Make checks payable to
Event dates and times
Event location
Who to contact for questions

Goodie Bags

Maps
Meal tickets
Transportation tickets
Area information
Emergency phone numbers (911, chase trucks, host hotel)
Fun stuff
And, the actual bag

Hospitality

Where to set it up
Pop
Water
Beer
Mixer
Chips
Ice
Coolers
Tables
Trash containers

T-shirts

Long sleeve or short sleeve
Pocket or not
Design
How many of each size: XXL _____ XL _____ L _____ M _____ S _____

Chase Trucks

How many vehicles per ride
Fuel for bikes
Oil for bikes
Compressed air
Jumper cables
Tools
Tie downs
Ramps
Tire fix in a can

Host Hotel

Group discount
Pre purchase of a block of rooms
Parking for participants
Hospitality area
Banquet facility
Back-up or alternate hotel(s)

Rides

Maps
Pre-ride surveys
Road conditions
Riders meetings
Local law enforcement (notify & coordinate)
Gas stops
Toilets

Lunches

Purchase or prepare
Get them to the lunch stop sites (who & how)
Secure/reserve sites
Site cost
Site clean up
Site permit required?

Banquet

Number of people
Menu
Where?
P.A. system
Tables, chairs, linens
Awards
Recognitions (chapters attending, national and local officers present, etc)
Opportunity for speakers