

Healthy Zone School 5K Run of Show

Date: Type the date and time of your 5K event

Location: Type the location of your 5K event



Goals:

1. Expose children to long distance running
2. Encourage students to be physically active while having fun
3. Learn how to pace yourself during a 5K race

Attendees:

1. Students: _____ Total number attending
2. Volunteers: _____ Total number attending
3. Parents: _____ Total number attending
4. School staff and facility: _____ Total number attending
5. Medical staff: _____ Total number attending

Event Theme: Select a theme for your race

- Ideas: fun run, school mascot, support a charity or cause, health-related theme, fitness theme

5K Race Timeline:

Four weeks before the race:

- Obtain approval to conduct a 5K race; check with local authorities about permits and road closings
- Select a convenient date and time (early morning) for students to race; take into consideration the weather and time of year
- Select a race name that compliments the theme
- Design the course route; 3.106 miles long
- Ideas for a race route: around the campus, local park, trails near the school
- Promote the race by sending an email to parents, passing out flyers, making posters, including it in the daily announcements, making an announcement during lunch and PE

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- Email registration forms (see the registration form on HZ website) to parents, pass out forms during lunch, and send home paper copies with students

Three weeks before the race:

- Recruit volunteers:
 - Six volunteers for setup and student check-in
 - Six volunteers for course cleanup
 - Eight volunteers for crowd control
 - Eight volunteers to document each student's time as they cross the finish line
 - Eight volunteers pass out incentives
 - Three medical staff volunteers
 - Ideas:
 - School nurse
 - Parents with a medical background
 - Physician Assistants
 - Nurses
 - Doctors
 - ** The number of volunteers may vary depending on the number of registrants and volunteers can be assigned to multiple tasks
- Order bib numbers and safety pins
- Have students and teachers make mile makers and directional signs to display on the course
- Order incentives for finishers: ribbons, medals, reusable water bottles, 5K stickers etc.
- Order any additional flags and cones you may need for the race

Two weeks before the race:

- Purchase plastic or paper cups for the water stations
- Need two first aid kits

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- Need a megaphone with a horn to announce the start of the race
- Reserve folding tables from the school for water stations, medical station, lost and found/lost child booth, registration, and check-in
- Get vests or t-shirts for every volunteer to wear on race day

One week before the race:

- Send a reminder email to all parents and send a flyer home with children
 - Include a tips section: all children must wear running shoes to race, dress according to the weather, drink plenty of water the day before the 5K, and the morning of the race eat a light breakfast

Time	Activity	Details	Task	Assigned To
5:00 am – 5:30 am	Volunteer/ Staff arrival	<ul style="list-style-type: none"> • Check in • Give them a vest/t-shirt and a list of tasks for the day 	<ul style="list-style-type: none"> • Order vest or t-shirts • Make task list for each volunteer 	School contact
5:30 am – 6:30 am	Setup course	<ul style="list-style-type: none"> • Setup 5K course (3.106 miles) • Use flags, cones, mile makers, and directional signs 	<ul style="list-style-type: none"> • Have students and teachers design and make signs and markers • Order any additional flags and cones 	Six volunteers for course setup
6:30 am – 7:30 am	Setup	<ul style="list-style-type: none"> • Place a water station every one mile on the course • One table for last minute registration • Three tables for student check-in; organized by last name; A-I, J-R, S-Z • One lost and found/lost child table • Three tables needed at the medical booth 	<ul style="list-style-type: none"> • Purchase cups • First aid kits • Need trash cans 	Six volunteers
7:30 am – 8:15 am	Arrival of students and parents	<ul style="list-style-type: none"> • Check in according to child’s last name • Give each child a bib number and safety pins 	<ul style="list-style-type: none"> • Order bibs and safety pins 	Six volunteers for student check-in
8:15 am – 8:25 am	Lineup on the start line	<ul style="list-style-type: none"> • Direct students to the start line • Direct family members/friends to the finish line or along the course to cheer on the children 		Eight volunteers for crowd control

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a program of



8:25 am – 9:30 am	5K race	<ul style="list-style-type: none"> • 5 minutes before the race starts make an announcement that every student racing needs to report to the starting line • At 8:30 am sound the buzzer to start the race 	<ul style="list-style-type: none"> • Need a megaphone with a buzzer 	Main school contact will make the announcement
9:30 am	Completion of race	<ul style="list-style-type: none"> • By 9:30 am most students will have completed the race • Upon crossing the finish line give each child their race time and an incentive 	<ul style="list-style-type: none"> • Order incentives • Ideas: ribbons, medals, reusable water bottles, 5K stickers etc. • Need eight stopwatches 	Eight time keepers and eight volunteers to pass out incentives
10:00 am – 12:00 pm	Clean up	<ul style="list-style-type: none"> • Take down course • Clean up trash • Pick up stations 	<ul style="list-style-type: none"> • Trash bags 	Six volunteers for course cleanup