



Race Director Role

Trailblazer Race

1. Liaison with other organizations:
 - a. City of Mountain View (permit, course impact, liability waivers, race day setup)
 - b. Company/ organization hosting the festival area (coordination with events team)
 - c. Sponsor relations (logos, exhibitor booths, banners)
 - d. Registration portal (Its Your Race, OYME)
 - e. REACT radio comms (Day of race)
2. Course setup
3. Oversight and coordination with teams (includes ensuring that each of the following has been assigned to a responsible person)
 - a. Comms & Promotion (Registrations, Posters, PR)
 - b. Zone Captains (mile markers, flaggers, water stations)
 - c. Food & Drinks Captain
 - d. Water Stations (zone captains, food & drinks captain)
 - e. Signs, Banners and Posters at race venue
 - f. Volunteer coordinator (follow up on volunteer sign ups received, assign roles to them)
 - g. Race Registration (Day of race)
 - h. Volunteer Registration (Day of race)
 - i. Transportation (Volunteers to their stations, other stuff)
 - j. Properties required (Day of race)
 - k. Kids activities - face painting, 1-mile run
 - l. Emcee, announcements, awards
 - i. Names of sponsors
 - ii. Schedule - when to announce what/ script for announcer
 - m. Parking and traffic
4. Rental Supplies
5. T-shirts - timely, size-wise ordering
6. Bibs - timely, event-wise ordering
7. Packet pick up (bib, T-shirt)