



**Pre-race Checklist for Mountain Bike Promoters  
(please turn in with letter of agreement)**

Name of Event

Date of event

Your name

Phone number

Address

E-mail

In order to provide the best possible events for beginners to pros please fill out this form. Some of this will not be done but serves only to get you thinking about the event from the racers perspective.

- What type of road signage are you using to direct racers to your event?
- Please describe your registration flow and how many volunteers you have for this.  
(Attach flow chart if necessary)
- Course map available for racers at race with course marshals/aide stations labeled  
(please attach copy)
- Have you notified local hospital of your event? Yes No

Hospital name \_\_\_\_\_

Number \_\_\_\_\_

- Permits secured for event from landowners. Yes No in progress  
whom? \_\_\_\_\_
- How many weeks prior to your event will the race flyer be available? Please have your flyer available at least 30 days prior. Please include the OBRA Disclaimer and the OBRA logo in your flyers and on your web pages.

OBRA and the organizers of this race do not provide insurance coverage for injuries that occur at the race. The costs related to those injuries are the responsibility of the individual participant.

- Who will be handling your timing?
- Are you using pull tags as a back up if computer timing is being used?
- Have a great race, and I will inform you of new updates as they become available success.

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