



**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.
- 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, I will inform you who will be your course official for your race

Thanks for your cooperation and efforts in making the 2006 mountain bike season a success.

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