



Hatfield Broad Oak 10k Road Race
Monday May 27th 2024

MONDAY - Set Up Check List

1. Start at 7am
2. Bring any final equipment from the container down to the Village Hall.
3. Mark our areas with orange netting around the finish line areas and up towards the finish lines.
4. Mark out edges of finish lines.
5. Put up scaffolding for finish banner and clock.
6. Get PA system in place
7. Bring starter steps to high street and tape up to avoid people climbing them.
8. Sort out village hall tables etc. for Race Admin.
9. Prevent runners parking in the village hall car parks.
10. Set out T shirt tents and tables.
11. Set up tables for water distribution at the end of the sausage lane area adjacent to the village car park entrance.
12. Final check of course by Chief Marshal and Race Director – complete risk assessment.
13. Tape off bottom of sausage lane.
14. Mark out start line restricted area for champion chip mat.
15. Brief Marshals at 9.30am and get to marshal points ASAP.
16. Liaise with Police over road closure for 10.45am. Ensure roads are clear.
17. Meet race starter at start line 10.55am.
18. Race director to do race briefing.
19. Start race at 11am.
20. Set up start of Fun Run
21. Start Fun Run at 12.40pm
22. Collect all equipment at take to storage unit